

STEYPING – ANNUAL PARISH COUNCIL MEETING

HELD ON MONDAY 15th MAY 2023 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Young, Bell, Hanson, S. Alexander, I Alexander, Lloyd, Trundle, Campbell, Johnson, Foxwell, Ballance & M Alexander.

Clerks in attendance : John Fullbrook & Hazel Roxby.

Members of the Public : 18

Meeting commenced : 7.32 pm

MINUTES

ACTION

- | | | ACTION |
|------------------|---|--------------|
| FULL/23/1 | ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2023/24 | CLERK |
| 1.1 | There were seven nominations for Cllr Norcross to be Chairmen.
Cllr Hanson nominated and proposed, seconded by Cllr S Alexander that Cllr Norcross be elected the Chairman for the 2023/24 municipal. Agreed | |
| FULL/23/2 | ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2023/24 | |
| 2.1 | There were four nominations for Cllr Young to be Vice Chairman.
Cllr Norcross nominated and proposed, seconded by S Alexander that Cllr Young be elected Vice Chairman of the Council for the 2023/24 municipal year. Agreed 12 For, 1 Abstained | |
| FULL/23/3 | APOLOGIES FOR ABSENCE | |
| 3.1 | Apologies were received from Cllrs Sharp and Linfield. | |
| FULL/23/4 | DECLARATIONS OF INTEREST | |
| 4.1 | None | |
| FULL/23/5 | QUESTIONS FROM THE FLOOR (<i>in summary</i>) | |
| 5.1 | Q - Steve Northam – Congratulations and welcome to all the new Councillors. When this council discusses priorities for this term of office, will it consider reviewing the current SPC Neighbourhood plan to include an affordable housing element (subsequent to the Horsham Local plan being published), and also will it in the light of the Clerk's successful completion of the CilCa qualification, be considering obtaining and using the 'the general power of competence' for capital projects. | |
| 5.2 | A – The Clerk responded that at agenda item 17.1 there would be discussion to convene a working party to begin to agree what this Council wants to achieve in its four-year term, and he had thought the Neighbourhood Plan would be due to be reviewed depending on the HDC position within the first two years. In consideration of gaining the power of competence, he suggested this might be a year one discussion. | |
| FULL/23/6 | MINUTES OF PREVIOUS MEETING - Cllr Norcross proposed, seconded by Cllr S Alexander that the minutes for the meeting dated the 17 th April '23 be accepted as true and fair record. | |
| 6.1 | Agreed 10 For, 3 Abstained | |

FULL/23/7	MATTERS ARISING – These items were taken as read	
7.1	SPC Wardens information package to be distributed to new Councillors – Actioned	
7.2	Parish Council actions to be fed back to ASB working party members – Actioned	
7.3	CCTV camera installation project taken to F&GP – Actioned	
7.4	H. A. Implementation Plan Draft 6-month review document to be distributed to Members – Actioned	
FULL/23/8	REVIEW AND CONFIRM COMMITTEE MEMBERSHIP AND APPOINT CHAIRS AND VICE-CHAIRS - The Clerk had collected committee membership preferences from Councillors prior to the meeting. He went on to explain the voting process by which the election of committee membership would be achieved, that is by voting slip. He also confirmed that there were 11 candidates for the 9 Community Committee positions available. Subsequent to that vote the following was agreed:	
8.1.1	Community Committee Cllr Norcross proposed, seconded by Cllr Bell that Cllrs Norcross, Young, Lloyd, Hanson, S. Alexander, Foxwell, I. Alexander, Sharp and Johnson are duly elected as the members of the Community committee. Agreed	CLERK
8.1.2	Position of Chairman of this committee. Cllr Hanson nominated Cllr I Alexander. Cllr Norcross proposed, seconded by Cllr S Alexander that Cllr I Alexander serves as Community Committee Chair. Agreed	
8.1.3	Position of Vice Chairman – No nominations received, so this will be discussed at the first Community Committee	CLERK
8.2.1	Planning & Premises Committee The Clerk confirmed that there were 8 candidates for the 8 positions available. Cllr Norcross proposed, seconded by Cllr Hanson that Cllrs Trundle, Young, Hanson, Johnson, M. Alexander, Foxwell, Ballance and Lloyd are duly elected as the members of the Planning and Premises Committee. Agreed	CLERK
8.2.2	Position of Chairman of this committee. Cllr Young nominated Cllr Trundle. Cllr Norcross proposed, seconded by Cllr Hanson that Cllr Trundle serves as Planning and Premises Committee Chair. Agreed	
8.2.3	Position of Vice Chairman – Cllr Hanson was nominated by Cllr S Alexander. Cllr M Alexander nominated by Cllr Bell. After a vote, by show of hands. Cllr S Alexander proposed, seconded by Cllr Young that Cllr Hanson serves as Planning and Premises Committee Vice-Chair. Agreed	
8.3.1	Finance and General Purposes Committee {F&GP} The Clerk confirmed that 9 councillors had expressed an interest in the 9 places available. (This took into account all ex-officio inclusions). Cllr Norcross proposed, seconded by Cllr S. Alexander that Cllrs Norcross, S. Alexander, Foxwell, Trundle, Campbell, Sharp, Bell, Ballance and I. Alexander are duly elected as the members of the F&GP Committee. Agreed	CLERK
8.3.2	Position of Chairman of this committee. Cllr Bell was nominated by Cllr Young. Cllr S Alexander was nominated by Cllr Norcross. After a vote by show of hands. Cllr Norcross nominated and proposed, seconded by Cllr I Alexander that Cllr S Alexander serve as Chair of Finance and General Purposes Committee. Agreed	

8.3.3	Position of Vice Chair of this committee. Cllr Norcross nominated Cllr Sharp. Cllr Bell Nominated himself, seconded by S Alexander. After a vote by show of hands. Cllr Bell proposed, seconded by S Alexander that Cllr Bell serve as Vice Chair of Finance and General Purposes Committee. Agreed	
8.4.1	Personnel Committee The Clerk confirmed that 10 councillors had expressed an interest for 7 places, with Cllr Campbell having withdrawn his interest. There was subsequently a vote by ballot. Cllr Norcross proposed, seconded by Cllr Hanson that Cllrs Norcross, Linfield, Lloyd, M. Alexander, Bell, Johnson and Young are duly elected as the members of the Personnel Committee. Agreed	CLERK
8.4.2	Position of Chairman of this committee. Cllr Young was nominated by four councillors. Cllr Norcross nominated and proposed, seconded by Cllr Hanson that Cllr Young serve as Chair of Personnel Committee. Agreed	
8.4.3	Position of Vice Chair of this committee. No Nominations for this position.	CLERK
FULL/23/9 9.1	REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON INTERNAL GROUPS / PANEL FOI Panel Membership – 5 Councillors had expressed an interest in 5 positions. Cllr Norcross proposed, seconded by Cllr Young that Cllrs Norcross, Lloyd, Hanson, Sharp and Johnson are duly elected as the members of the Personnel Committee. Agreed	CLERK
9.2	Working Practices Group - 6 Councillors had expressed an interest in 5 positions. After a vote by ballot. Cllr Norcross proposed, seconded by Cllr S Alexander that Cllrs M Alexander, Norcross, Ballance, S Alexander and Hanson are duly elected as the members of the Working Practices group. Agreed	
9.3	Climate Action Group - 6 Councillors had expressed an interest in 5 positions. After a vote by ballot. Cllr Norcross proposed, seconded by Cllr S Alexander that Cllrs S Alexander, Trundle, Bell, Linfield and Johnson are duly elected as the members of the Climate Action Group. Agreed	
FULL/23/10 10.1	ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, SCHEME OF DELEGATION, FINANCIAL RISK ASSESSMENT & DISPENSATION SCHEME – To agree any amendments and adopt. The Clerk advised the only amendment was a minor one within the SPC Financial Risk Assessment Scheme which changed the insurance fidelity cover from £150K to £400K as per recommendation from the internal auditor. Cllr Norcross proposed, seconded by Cllr Hanson to adopt the Standing Orders, Financial Regulations, Scheme of Delegation, SPC Finance Risk Assessment and SPC Dispensation Scheme (as per supporting papers) en bloc. Agreed	CLERK
FULL/23/11 11.1	ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES Cllr Johnson suggested that the wording within the CCTV Policy could be updated but added it should probably wait until the proposed installation works had taken place first. Cllr Norcross proposed, seconded by Cllr Alexander that the following policies be adopted by SPC en bloc (as per supporting papers), that is the Data protection policy; the Data Breach Notification; the Subject Access Request Policy; the CCTV Policy and Code of Practice; the SPC Freedom of Information & Environmental Information Regulations Requests Policy; the SPC Dignity at Work / Bullying and Harassment Policy; the SPC Communications Protocol; the SPC Complaints Procedure; the SPC Social media Policy; the SPC Unacceptable Behaviour Policy; the SPC Overarching Protocol for Councillors Conduct; the SPC Health and Safety Policy; the SPC Staff Grievance Policy; the SPC Staff Discipline Policy and the SPC Equality Policy. Agreed	CLERK

FULL/23/12	REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES	CLERK
12.1	South Downs National Park (SDNP) – Two reps. The Clerk confirmed there were two Cllrs interested in the two positions available. Cllr Norcross proposed, seconded by Cllr Young that Cllrs S. Alexander and Bell be voted in as SPC representatives to the SDNP. Agreed	
12.2	Joint Parishes Youth Committee (JYPC) – Two reps. The Clerk confirmed there were three Cllrs interested in the two positions available, and a vote by ballot then took place. Cllr Norcross proposed, seconded by Cllr Young that Cllrs Linfield and S Alexander be voted as the SPC representatives to the JPYC. Agreed.	
12.3	HALC / WSALC / NALC - Two reps. – The Clerk confirmed there were two Cllrs interested in the two positions available. Cllr Norcross proposed, seconded by Cllr Trundle that Cllrs Norcross and Lloyd represent SPC at HALC, NALC and WSALC. Agreed	
12.4	Joint Parishes Cemetery Committee (JPCC) – Two reps. Cllr Norcross proposed, seconded by Cllr S. Alexander that Cllrs Ian Alexander and Trundle be the two representatives on the JPCC. Agreed	
12.5	Isolation & Loneliness and PPG representative – Two reps. The Clerk confirmed there were three Cllrs interested in the two positions available, and a vote by ballot then took place. Cllr Norcross proposed, seconded by Cllr S. Alexander that Cllr Young and Cllr M. Alexander be Isolation and Loneliness and PPG representatives for SPC. Agreed.	
12.6	Tree Warden for Steyning Parish Council. Simon Zec had kindly agreed to act as Tree Warden once again. Cllr Norcross proposed, seconded by Cllr M. Alexander that Simon Zec continue as SPC Tree Warden. Agreed	
12.7	Neighbourhood Wardens Steering Committee – Two reps. The Clerk confirmed there were three Cllrs who wanted to represent the Council. Cllr Campbell withdrew his interest in the role. Cllr Norcross proposed, seconded by Cllr Hanson that Cllr S. Alexander and Cllr Norcross be the two representatives on the Neighbourhood Wardens Steering Committee. Agreed	
12.8	SPC Councillor representative on the ‘Greening Steyning’ group – One rep. Cllr Norcross proposed, seconded by Cllr M. Alexander that Cllr Johnson be the representative on the Greening Steyning Group. Agreed	
12.9	Steyning Ukrainian Charity Committee – One Rep. The Clerk confirmed there were three Cllrs who wanted to represent the Council, and a vote by ballot, and then by hands due (to a tie) was completed. Cllr Norcross proposed, seconded by Cllr S. Alexander that Cllr Foxwell be the representative on the Steyning Ukrainian Charity Committee. Agreed	
FULL/23/13	TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES	CLERK
13.1	The Clerk explained, and via supporting papers, why there was a need to agree the subscriptions. Cllr Norcross proposed, seconded by Cllr Trundle that SPC approve subscriptions to the following external bodies en bloc: West Sussex Association of Local Councils, the National Association of Local Councils, Horsham Association of Local Councils, Society of Local Council Clerks and the Open Spaces Society. Agreed	
FULL/23/14	NOTIFICATIONS	
14.1	Steyning Parish Council insurance cover. - To note that the Council’s insurance policy expires on 31st August ‘23	
14.2	SPC Code of Conduct Policy. – This was agreed at the February Full Council Meeting	

- 14.3 Expenditure under section 137 of the 1972 local government act** – The Clerk explained that the maximum allowable expenditure, which is now index linked, for the year 2022/23 was £8.82 per head of electors within the parish and that the up-to-date electoral role for Steyning Parish is 4,527. He further explained this had therefore given an upper limit allowance for 2022/23 of £39,928. He reminded that this is not money given to SPC, as any money used under the power of section 137 has still to be obtained via the precept request. **He reported for 2022/23, that SPC had spent a total of £7,401 under Section 137.** This figure being derived from the cumulative total of the councils grant related expenditure {Inc. General Grants of £2,000, Well Being Class Grant of £1,000, Steyning in Bloom Grant of £2,200 and the Isolation and Loneliness Grant of £1,500}, plus monies to cover the Chairmans function and Steyning for Trees celebratory event (£701).
- 14.4 SPC Meeting Schedule.** - Agreed at the February 20th '23 Full Council Meeting
- 14.5 Progress Report & Matters Arising items.** - These items not discussed from the 17th April '23 meeting are to be taken to June full council **CLERK**
- 14.6 To confirm the list of SPC Bank Signatories.** - The current list of Bank Signatories includes the Clerk and Deputy Clerk and Cllrs Ian Alexander, Liz Trundle, Joanna Norcross, and Chris Young. The Cllrs that were signatories but are no longer on the Council will be informed and their names and details removed from the list in due course {T Lloyd & S Northam}. **D. CLERK**
- 14.7 SPC Asset Register** - The Clerk had produced a first draft of an updated SPC Asset Register, and it was noted that this would be discussed by an F&GP Working Party as per Council agreement.
- FULL/23/15 HOEY AINSCOUGH REVIEW**
- 15.1 Support for the Civility and Respect pledge.** Because a new four-year SPC term was starting, all Councillors were given an opportunity to, by show of hands, pledge their continued support and to make an undertaking to as individuals, treat fellow councillors and officers with respect and not to make personal attacks on individuals and their integrity. All 13 Councillors present did so. **CLERK**
- 15.2 To agree the 6-month draft SPC Implementation Plan Review.** The Clerk reported that the draft review which had been distributed as a supporting paper, had to be agreed at this meeting with or without any necessary amendments and or covering note, so that it could be sent to HDC, thereby abiding by the required recommendation timescale. The Chair recommended that the review be sent but suggested that given there were 8 newly elected councillors, plus a unanimous agreement under the previous item to move forward more positively, that a covering note ought to relay this, and any other comments from councillors which may arise during discussion regards this item. Cllr Campbell read a prepared statement in which he took exception to the contents of the document as he believed it to be a personal attack upon him and proposed the council defer sending the review document and his reasons behind this proposal, but this was not seconded. He therefore went on to declare an interest, as he believed the item would directly affect his health and well-being, and he subsequently absented himself for the remainder of the discussion and left the meeting. The Chair refuted Cllr Campbell's assertions and pointed out that there were no names mentioned within the report review. Cllrs pointed out that the report and the review were not now entirely relevant as there was a new council in office, and they were keen to draw a line and move forward. **CLERK**

Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the Clerk is delegated to send the review as per supporting papers with a covering email that expresses the sentiment that SPC is very optimistic about the future and will continue to try to work together collaboratively for the greater good of Steyning. **Agreed 11 For 1 Abstained.**

As the item had been dealt with, the Clerk went to inform Cllr Campbell that he could now return to the room, but he had left the building, and did not return for the remainder of the meeting.

FULL/23/16 SPC ASSETS

16.1 To agree the SPC Land Register as per supporting papers – The Clerk presented an updated SPC Land Register document and explained that it was incumbent upon the council to publish a Land and Asset register, as per the 2015 Transparency Code. He had explained that the building assets part of the listing was to be further discussed at F&GP, but that this document more specifically dealt with the SPC Land Assets. Cllr Norcross **proposed, seconded** by Cllr Johnson that SPC agrees the Land Register as per supporting paper. **Agreed** **CLERK**

FULL/23/17 SETTING THE SCENE FOR THE NEW COUNCIL TERM – To agree if and when the new council meets to discuss what it wants to collectively achieve during its term in office. **CLERK**

17.1 Cllr Young **proposed, seconded** by Cllr S. Alexander that SPC puts on the PPG information screen {in the Community Centre foyer} an invite to residents to make suggestions as to what future projects they would like to see the Council undertake {including SPC contact email address, and a suggestion box underneath). **Agreed**

17.2 Cllr Johnson **proposed, seconded** by Cllr Norcross that SPC puts the same invitation {as per 17.1 above} on the news section of the SPC website. **Agreed** **CLERK**

17.3 Cllr Norcross **proposed, seconded** by Cllr Ballance that SPC convene an all-member working party immediately following the next Full Council Meeting, to discuss what this council hopes to achieve by the end of its 4-year term. **Agreed** **CLERK**

FULL/23/18 CORRESPONDENCE AND INFORMATION ITEMS

18.1 None to report

FULL/23/19 DATE OF NEXT FULL COUNCIL MEETING: 19th June 2023 at 7.30pm

Meeting closed at 9.49 pm

Signed Date 19th June 2023
Chairman

A video recording of this meeting is available at - <https://youtu.be/IVpvmV-7uE8>



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Date published 10th May 2023

**TO ALL MEMBERS OF STEYNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE
ANNUAL PARISH COUNCIL MEETING TO BE HELD ON MONDAY 15th MAY 2023 AT 7.30 PM
AT THE STEYNING CENTRE**

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS MEETING

GDPR Notice : Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record meetings of Steypning Parish Council. Members of the public are also advised that by attending a meeting of Steypning Parish Council they give their consent to being filmed/ recorded by other members of the public if such an activity is taking place.

AGENDA

{Timing references in brackets for each item are noted as a guide – As such therefore, this meeting will likely take approx. 2 Hours 30 mins}

- 1.0 ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2023/24** {10 minutes}
 - 1.1** To receive nominations for and agree the position of Chairman of the Steypning Parish Council.
- 2.0 ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2023/24** {5 minutes}
 - 2.1** To receive nominations for and agree the position of Vice Chairman of the Steypning Parish Council.
- 3.0 APOLOGIES FOR ABSENCE** {2 minutes} – To receive and accept apologies for absence
- 4.0 DECLARATIONS OF INTEREST** {4 mins} – Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether they regard their interest as prejudicial under the terms of the Code of Conduct.
- 5.0 QUESTIONS FROM THE FLOOR – Up to 15 minutes** (2 minutes per person) will be available for the public to make representations or ask questions. Please note that under Data Protection Regulations, we ask members of the public to only state their name if they agree to their name being recorded in the minutes.
- 6.0 MINUTES OF PREVIOUS MEETINGS** {4 minutes} – to agree the minutes of the meeting held on the 17th of April 2023 as a true and fair record.
- 7.0 MATTERS ARISING** {2 minutes} – These items should be taken as read and do not need discussion unless specified
 - 7.1 FULL/22/111.1** - SPC Wardens information package to be distributed to new Councillors - **Actioned**
 - 7.2 FULL/22/112.1** - Parish Council actions to be fed back to ASB working party members - **Actioned**
 - 7.3 FULL/22/112.3** - CCTV camera installation project taken to F&GP – **Actioned**
 - 7.4 FULL/22/112.4** - H. A. Implementation Plan Draft 6-month review document to be distributed to Members - **Actioned**
- 8.0 REVIEW AND CONFIRM COMMITTEE MEMBERSHIP AND APPOINT CHAIRS AND VICE-CHAIRS** {20 minutes}
 - 8.1** Community (9)
 - 8.2** Planning & Premises (8)
 - 8.3** Finance & General Purposes (F&GP) – {9 in all with up to 5 being ex officio}
 - 8.4** Personnel (7) – {Not a Standing Committee}
- 9.0 REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON INTERNAL GROUPS / PANEL** {12 minutes}
 - 9.1** FOI Panel – 5 Reps.
 - 9.2** Working Practices Group – 5 Reps.
 - 9.3** Climate Action Group – 5 Reps.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk

- 10.0 ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, SCHEME OF DELEGATION, FINANCIAL RISK ASSESSMENT & DISPENSATION SCHEME** – To discuss and agree any amendments and adopt (*See supporting papers*).
{8 minutes}
- 10.1** Adoption of the SPC Standing Orders
 - 10.2** Adoption of the SPC Financial Regulations
 - 10.3** Adoption of the SPC Scheme of Delegation
 - 10.4** Adoption of the SPC Financial Risk Assessment
 - 10.5** Adoption of the SPC Dispensation Scheme
- 11.0 ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES** {10 minutes} – (*See supporting papers*)
- 11.1** To adopt the Data protection policy (Data Protection)
 - 11.2** To adopt the Data Breach Notification (Data Protection)
 - 11.3** To adopt the Subject Access Request Policy (Data Protection)
 - 11.4** To adopt the CCTV Policy and Code of Practice (Data protection)
 - 11.5** To adopt the SPC Freedom of Information & Environmental Information Regulations Requests Policy
 - 11.6** To adopt the SPC Dignity at Work / Bullying and Harassment Policy
 - 11.7** To adopt the SPC Communications Protocol
 - 11.8** To adopt the SPC Complaints Procedure
 - 11.9** To adopt the SPC Social media Policy
 - 11.10** To adopt the SPC Unacceptable Behaviour Policy
 - 11.11** To adopt the SPC Overarching Protocol for Councillors Conduct
 - 11.12** To adopt the SPC Health and Safety Policy
 - 11.13** To adopt the SPC Staff Grievance Policy
 - 11.14** To adopt the SPC Staff Discipline Policy
 - 11.15** To adopt the SPC Equality Policy
- 12.0 REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES** {25 minutes}
- 12.1** South Downs National Park (SDNP) – Two reps.
 - 12.2** Joint Parishes Youth Committee (JYPC) – Two reps.
 - 12.3** HALC / WSALC / NALC – Two reps.
 - 12.5** Joint Parishes Cemetery Committee (JPCC) – Two reps.
 - 12.6** Isolation & Loneliness & Patient Participation Group (PPG) – Two reps.
 - 12.7** Tree Warden for Steyning Parish Council.
 - 12.8** Neighbourhood Wardens Steering Committee – Two reps.
 - 12.9** SPC councillor representative on the 'Greening Steyning' group – One rep.
 - 12.10** Steyning Ukrainian Charity Committee – One Rep.
- 13.0 TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES** {5 minutes} (*Supporting papers*)
- 13.1** West Sussex Association of Local Councils (WSALC) + (NALC)
 - 13.2** Horsham Association of Local Councils (HALC)
 - 13.3** Society of Local Council Clerks (SLCC)
 - 13.4** Open Spaces Society (OSS)
- 14.0 NOTIFICATIONS** {5 minutes}
- 14.1** PARISH COUNCIL INSURANCE COVER. - To note that the Council's insurance policy expires on 31st August '23
 - 14.2** SPC CODE OF CONDUCT. - Agreed at February Full Council Meeting
 - 14.3** EXPENDITURE UNDER S137 OF THE LOCAL GOVERNMENT ACT
 - 14.4** MEETING SCHEDULE. - Agreed at February 20th '23 Full Council Meeting
 - 14.5** PROGRESS REPORT & ITEMS NOT DISCUSSED FROM 17th APRIL '23 MEETING – To be taken to June Full Council
 - 14.6** TO REVIEW AND CONFIRM A LIST OF SPC BANK SIGNATORIES
 - 14.7** ASSET REGISTER – To receive the Draft SPC Asset Register which is to be discussed by F&GP Working Party

15.0 HOEY AINSCOUGH REVIEW {15 minutes} (Supporting papers)

15.1 Councillors have an opportunity to individually support the Civility and Respect pledge – by show of hands

15.2 Update from the Clerk and to discuss and agree the 6-month draft review and any further actions as necessary

16.0 SPC ASSETS {10 minutes} (Supporting papers)

16.1 To discuss and agree the SPC Land Register

17.0 SETTING THE SCENE FOR THE NEW COUNCIL TERM {5 minutes}

17.1 To discuss and agree if after the next Full Council Meeting in June, all members present adjourn to discuss what this Council hopes to achieve by the end of its 4-year term.

18.0 CORRESPONDENCE AND INFORMATION ITEMS {2 minutes}

18.1 None at time of Printing

19.0 DATE OF NEXT FULL COUNCIL MEETING: 19th JUNE 2023 at 7.30pm

John Fullbrook

Clerk to the Council

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 17th APRIL 2023 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Young, Bell, Hanson, S. Alexander, Goldsmith, I Alexander, Lloyd, Trundle, Campbell & Sullivan.

Clerks in attendance : John Fullbrook

Members of the Public : 10

Meeting commenced : 7.32 pm

DRAFT MINUTES

ACTION

Pre - meeting Statement from the Chairman

*The Chair announced the sad passing of Martin Toomey, lifelong local resident and ex parish councillor of 20 years' outstanding service, who will be greatly missed by all who knew him.
– The Clerk to send flowers on behalf of the Council to his widow.*

CLERK

FULL/22/105 APOLOGIES FOR ABSENCE

105.1 Apologies were received from Cllrs Parsons and Northam. Cllr Young would be leaving early as she continued to recover after recent physical incapacity. Apologies received from WSCC Cllr Linehan. Cllr Rudkin was absent.

FULL/22/106 DECLARATIONS OF INTEREST

106.1 None

FULL/22/107 QUESTIONS FROM THE FLOOR (*in summary*)

107.1 None

FULL/22/108 MINUTES OF PREVIOUS MEETINGS

108.1 Cllr Norcross **proposed, seconded** by Cllr S Alexander that the minutes for the meeting dated the 20th February '23 be accepted as true and fair record. **Agreed**

FULL/22/109 MATTERS ARISING – These items were taken as read

109.1 Three items for Cllr Linehan to update on at next SPC Full Council meeting; regards Virgin media installation, local water resources and outstanding Highway scheme applications – **See item 110.3**

109.2 How to interpret Risk Assessments – Cllr Training exercise from the Clerk – **Actioned**

109.3 Signing of previous F&GP minutes – to be brought back to Full Council – **Actioned**

109.4 Virgin Media installation – Cllr Lloyd to gain information for clerks' distribution to members – **Actioned**

109.5 Wardens to explain report details, whether figures related to hours or events - **See item 111.1**

109.6	SPC Meeting Schedule amended and published – Actioned	
109.7	Extra F&GP Meeting scheduled {On the 26th of April} – Actioned	
109.8	SPC Councillor - Officer Protocol published – Actioned	
109.9	Amended SPC Email Policy published – Actioned	
109.10	Amended SPC Code of Conduct published – Actioned	
109.11	Implications of Purdah in regard to publicity to be considered – Actioned	
109.12	First reimagined SPC Newsletter published in ‘Your Steyning’ – Actioned	
109.13	Antisocial behaviour in Steyning theme for Annual Parish Meeting – Actioned / See item 112	
109.14	Clerk to publicise HDC’s offer of financial support, and kick start a community event- Actioned	
109.15	SPC’s support for ‘White Bridge Link’ communicated to joint parishes – Actioned	
109.16	Cllr Young to establish ownership of Health Centre Car Park, possible parking initiative – See item 113.2	
109.17	Green Building Guidelines to be discussed further at Planning Committee – Actioned	
109.18	Youth Contract one year extension to be signed and published – Actioned	
109.19	ASB working Party report & CCTV installation to be brought back to Council – See Item 112	
FULL/22/110	REPORTS FROM DISTRICT AND COUNTY COUNCILLORS	
110.1	Cllr Platt (HDC update) – The HDC Local Plan – The plan cannot be currently progressed to Regulation 19, because of the before mentioned water neutrality issue. There are also planning regulation changes due from the government department for levelling up, housing and the community unit, which may result in lower numbers of houses due to be built in this district. There is currently a considerably reduced number of planning applications being sent in to HDC for new house builds. It was revealed that the decision to delay the plan was apparently not made by council agreement, rather by a group of councillors. Two projects of Note – Cllr Platt will not be standing for re-election so wanted to recall the two district council projects of most personal interest, these being the Wilder Horsham District ground-breaking plan to reinstate wildlife corridors; and the district councils’ Net Zero Plan, which is an optimistic project, but a very worthy one. The Chair thanked Cllr Platt for his 4 years of service to Steyning residents.	
110.2	Cllr Lloyd (HDC update) – The HDC Local Plan – Cllr Lloyd expanded on Cllr Platts comments stating that it was likely the completion of the Local Plan would not now come to fruition for 5 to 10 years. Council Budgets – HDC have delivered the lowest council tax in Sussex, thanks to some very prudent management of the budgets.	
110.3	Cllr Linehan (WSCC Update) - Not in attendance {point 109.1 will be deferred to next meeting}	Cllr Linehan
FULL/22/111	NEIGHBOURHOOD WARDEN’S REPORT	
111.1	The Council received the reports for February and March. The Wardens were not in attendance and questions were raised. Cllr Bell suggested that next to some items / events recorded there should be a note made as to whether these instances were reported to the	Wardens Steering Committee

police. The Clerk also reported back to councillors concerning some of the report numbers and whether they related to hours or events, and that further clarity was still required. Cllr Campbell asked that the wardens enforcement powers could also be clarified. The Clerk suggested he could distribute this information once again to the new council members.

CLERK

FULL/22/112 GOVERNANCE AND COMMUNITY MATTERS

112.1 To discuss matters arising from the notes from the ASB working party. The Clerk posed the question did the council think it was best to report back to the community via another working party or show feedback via reporting at subsequent Council meetings. Cllr Bell **proposed, seconded** by Cllr S. Alexander, that any actions taken are to be noted within parish council minutes and are alerted to the working party members subsequently. **Agreed**

CLERK

112.2 To agree to any actions following the Annual Parish Meeting. The Clerk pointed out that there were a number of matters raised by the Police commissioner's presentation and community engagement which could be actioned. Two were being resolved anyway via probable SPC installation of CCTV cameras, and the clerk was pursuing a police funding stream to perhaps help with the likely installation costs. The Chair further discussed the opportunities represented by the 'Disc reporting system' which was in effect a What's App group for traders, and local Police Enforcement Officers/Wardens. Cllr Norcross **proposed, seconded** by Cllr Hanson, that SPC work with the Steyning Business Chamber to facilitate the 'Disc reporting system' for the retailers on Steyning High Street. **Agreed**

CLERK

112.3 To agree where CCTV camera installations are to be positioned in Steyning, as suggested via supporting papers and following previous SPC agreements. Members discussed coverage in the High Street, MPF and Fletchers Croft. The idea was to move the process forward by agreeing a scope of works for each area so that quotes could be obtained.

112.3.1 Cllr Campbell proposed an amendment to a motion from Cllr S Alexander (which follows), seconded by Cllr Sullivan that as a preamble to Cllr S Alexanders words we add the words of clarification along the lines of, this is not a decision to do it, it is a decision to consult on it after obtaining costings. **Agreed 7 For, 2 Against, 2 Abstained**

112.3.2 Cllr S Alexander proposed, seconded by Cllr Trundle that SPC opts for the 'ultimate {CCTV} coverage' {as per supporting papers} for the length and breadth of the High Street including cameras outside Budgens and the Coop and from the 'White Horse' down to 'Victoria Sponge'. **Not Agreed 5 For, 6 Against.**

112.3.3 Cllr Norcross proposed, seconded by Cllr Young that SPC has three cameras {installed} on the High Street {as per supporting paper draft item #3} with one pointing up the High Street, one pointing down the High Street and one pointing at the Bus Shelter. **Agreed 7 For, 2 Against, 2 Abstained.**

CLERK

112.3.4 In consideration of possible CCTV camera installation on the MPF. Cllr S Alexander **proposed, seconded** by Cllr Trundle that SPC goes for option 2 in the draft plan {as per supporting papers} which is 5 cameras on the MPF with 2 mounted on the Changing rooms and 3 positioned on a pole inside the boundary of the Bowls club. **Agreed 8 For, 3 Abstained**

CLERK

112.3.5 In consideration of possible CCTV camera installation on Fletchers Croft. Cllr S Alexander **proposed, seconded** by Cllr I. Alexander that SPC consider mounting cameras on HDC Lampposts in Fletchers Croft; 5 in total, with 3 covering the play area and adult gym, and 2 facing back towards the Steyning Centre. **Agreed 5 For, 4 Against, 2 Abstained**

CLERK

Cllr Young had to leave at this point of the meeting as per apologies in item 105.1

112.4 To discuss any progress made regarding the H.A. Implementation Plan. The Clerk read out a statement with a summary of the progress made so far, and asked for comments from those councillors present on his suggested 6-month review presentation which was to be agreed at the next Full Council meeting and sent to the HDC monitoring office. In essence the suggestion was to add an additional column to the existing implementation plan format and use 6 categories within that column to more easily quantify progress made so far, and he wanted confirmation that council were happy to proceed with this idea.

The summary as to progress concerning the 36 recommendations was noted as follows:-

1. **11** - Fully Completed.
2. **11** - Partially completed.
3. **8** - Complete, other than the refusal or reluctance by Cllr or Cllrs to comply.
4. **2** - Partly complete mainly through noncollaboration from Cllr or Cllrs.
5. **1** - Ongoing.
6. **3** - No action taken.

The Chair asked the Clerk to proceed with drafting the document and to distribute it to members as soon as possible.

CLERK

112.5 Update regarding the 'White Bridge Link' from Cllr I Alexander. The design has been finalised, with 6 quotes now narrowed down to 3. There have been, and will be more, drop-in sessions for residents to view proposals for the project and to feedback their thoughts and concerns. The next is to be at the Steyning Centre on the 29th of April from 10 to 12 (arrive at any time). There will likely be a crowd funding appeal to assist with costs, and the project group are speaking with the local MP to explore further funding options.

112.6 Report from the Clerk on External Auditors progress with signing off the 2021/22 Accounts. SPC sent the external auditors the end of year annual governance and accountability return for 2021/22 on the 29th of June 2022. Normally a council receives a response by September of the same year but unfortunately the office still awaits the external auditor's response. For the past four years SPC has had certain individuals sending in their concerns about the returns directly to the external auditors. These are then processed by the auditor, and the clerk has been asked to provide data confirming the councils position, and when processed, this has led to the auditors signing off on that year sometime later. Last year this processing started to cost SPC a great deal of money. Despite frequent requests from the clerk, and assurances that a response would be received shortly, the clerk reported he is yet to be told for what reason there is a holdup for last year's submission. This will therefore need to go forward to the next meeting.

CLERK

FULL/22/113 REPORTS FROM OUTSIDE BODIES

113.1 (HALC/ WSALC/NALC) update. The last meeting was not attended by SPC representatives with Cllr Goldsmith giving his apologies as he was at another SPC event.

113.2 Isolation and loneliness / PPG update. Nothing reported.

113.3 Cllrs S. Alexander and Goldsmith – Wardens Steering Group. Cllr Alexander reported as per meeting notes (supporting papers), with Wardens adapting their shift patterns to accommodate better coverage of ASB areas. And Cllr Alexander confirmed that Warden Paul Conroy was to be retiring at the end of May. The Chair again on behalf of members passed on the thanks of the Council for his many years' service to the community.

113.4 Cllr Northam and Young – Joint Parishes Cemetery Committee. No meeting to report.

- 113.5** Cllrs S. Alexander, Trundle, Bell, and Parsons – Climate Change Emergency working party. No meeting to report.
- 113.6** Cllrs S. Alexander and Parsons – South Downs National Park. No meeting to report. Meeting due to be convened next week.
- 113.7** Cllrs Norcross and S Alexander - update on Joint Parishes Youth Committee. A meeting due on the 26th of April but due to councilor apologies received from one of the other parishes it has been postponed due to it not being quorate.
- 113.8** Cllr Trundle – Greening Group update – Nothing to report.

FULL/22/114 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS

- 114.1.1** **Community Committee – To receive Minutes and Draft Minutes from recent meetings.**
Cllr Campbell wanted it to be put on record that he objected to some of the comments noted within the yet to be agreed draft minutes from the 4th of April meeting. The Chair pointed out that his objections were largely based upon an email stream which he was yet to present to other councillors despite saying previously he would do so. Cllr Campbell said he would now not do so unless the council attempted to obtain it via a freedom of information request.
- 114.1.2** Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC receives the minutes and draft minutes held on the 7th Feb '23, 7th March '23 and 4th April '23. **Agreed**
- 114.2** **Finance and General Purposes Committee –** Cllr Norcross **proposed, seconded** by Cllr Lloyd that SPC receive the minutes and draft minutes of the meetings held on the 10th Jan '23, 13th Feb '23 and 14th March '23. **Agreed**
- 114.3** **Planning and Premises Committee –** Cllr Norcross **proposed, seconded** by Cllr Trundle that SPC receive the minutes and draft minutes of the meetings held on the 23rd Jan '23, 27th Feb '23 and 27th March '23. **Agreed**
- 114.4** **Personnel Committee –** Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC receive the draft minutes of the 22nd of Feb '23 meeting. **Agreed**

FULL/22/115 ONGOING ITEMS

CLERK

- 115.1** i, Clerk to discuss any new S106 funding opportunities with HDC – **Ongoing**
- 115.2** ii, Council to complete actions as per the agreed Hoey Ains' implementation plan – **Ongoing**
- 115.3** iii, Grant Awarding Policy amendments taken back to Working Practices - **Ongoing**

FULL/22/116 CORRESPONDENCE AND INFORMATION ITEMS – None

FULL/22/117 CHAIRMAN'S CLOSING STATEMENT

- 117.1** The Chair passed on her thanks to members and staff for their support over her last year in office and especially to those councillors who had given so much of their time for residents over the years but were not seeking re-election on this occasion, notably Cllr Lloyd.

FULL/22/118 DATE OF NEXT FULL COUNCIL MEETING: 15th May 2023 at 7.30pm

Meeting closed at 9.08 pm

Signed Date 15th May 2023

Chairman

A video recording of this meeting is available at - https://youtu.be/Uarb_9K7MHY



STEYNING PARISH COUNCIL

STANDING ORDERS

Adopted 16th May 2022

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INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this ‘()’ requires information to be inserted by a council. A model standing order that includes brackets like this ‘[]’ and the term ‘OR’ provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (2) minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, ask and answer questions and give evidence, at a meeting which they are entitled to attend.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chairman of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than (2) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a**
 - **disclosable pecuniary interest or another interest as set out in the**
 - **Council's code of conduct in a matter being considered at a meeting is**
 - **subject to statutory limitations or restrictions under the code on his**
 - **right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**
 and the meeting shall be closed. The business on the agenda for the meeting
 shall be adjourned to another meeting.
- x A meeting shall not exceed a period of (2.5) hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, which will include the following standing committee and maximum membership of each

Community Committee – 9 Councillors with a quorum of 5 Councillors

Planning and Premises Committee – 8 Councillors with a quorum of 3 Councillors

Neighbourhood Plan Steering Committee – 4 Councillors and 8 Unelected members with a quorum of 5 members

Finance and General Purposes Committee – 9 Councillors including the Chair of the Council, Chair of Community and Chair of Planning and Premises. With a quorum of 5 councillors.

- i. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- ii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iii. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- iv. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer before the meeting that they are unable to attend;

- v. shall, after it has appointed the members of a standing committee, appoint the chairman and Vice-Chairman of the standing committee;
- vi. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three; but five in the cases of Finance and General Purposes Committee and the Neighbourhood Plan Steering Committee.
- viii. shall determine if the public may participate at a meeting of a committee;
- ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xi. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**

- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within (3) days of having been requested to do so by
- e (2) members of the committee [or the sub-committee], any (2) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (8) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.
- c This standing order does not apply to decisions made in the six months prior to polling day in an election year.

8. VOTING ON APPOINTMENTS

Where there are more persons nominated and prepared to stand for a position than there are places available, then each councillor will have available to them the number of votes as per the number of places, e. g. if there are nine members of a committee each councillor will be able to vote for up to nine representatives (which can include themselves if they wish). Once all votes have been cast they will be collated and counted by the Clerk and or Deputy Clerk and the nine councillors with the greatest number of votes will then be proposed as the members of the committee, working party or representative group and ratified by Full Council. In the event that there are fewer than the requisite number of councillors with a majority of the votes, then those councillors who are not initially elected will be voted for a second time, this time the number of votes being available being limited to the number of places that are still to be filled. This process will continue until all places have been filled by a majority of the votes cast.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (5) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (4) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;

- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **The Council will publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place and will endeavour to do so within five working days.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (4) days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and , if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Personnel committee subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Personnel Committee or, if he is not available, the vice-chairman if there is one of the Personnel committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel Committee at its next meeting.
- c Two councillors from the Personnel Committee, usually the chairman and vice-chairman of the Personnel committee shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported back to the Personnel Committee in writing and are subject to approval by resolution the Full Council
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of Personnel committee or in his absence, the vice-chairman of the Personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Personnel committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk or Deputy Clerk relates to the chairman or vice-chairman of the Personnel committee this shall be communicated to another member of Personnel committee, which shall be reported back and progressed by resolution of the Personnel committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (8) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



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Financial Regulations

Adopted by Steyning Parish Council May 2022

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1. GENERAL

- 1.1. These Financial Regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These Financial Regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee is gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations².

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

² Accounts and Audit (England) Regulations 2011/817

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these Financial Regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these Financial Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and Community Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and

display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its annual forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of December each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than the end of January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Community Committee and Full Council.
- 3.3. The council shall consider annual budget proposals in relation to the council's annual forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000
- prior approval by delegated committee for items - £1,000 to £5,000
- Clerk has authority to spend within the budget heading for items - £0 - £1000.

When required, such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to general reserves as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually and no later than the end of December for the following financial year and such review shall be evidenced by a hard copy schedule signed by the RFO and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the RFO may authorise revenue expenditure on behalf of the council which in the RFO's judgement it is necessary to carry out. Such expenditure includes legal advice, repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The RFO shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, “material” shall be in excess of £100 or 15% of the budget.
- 4.9. Changes in general reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or Finance and Community Committee]. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or Finance and Community Committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Finance and Community Committee meeting.
- 5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments

shall be submitted to the next appropriate meeting of council or Finance and Community Committee;

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Community Committee; or
- c) Fund online transfers within the councils banking arrangements (only between the Parish Council Current Account and Parish Council Investment Account) up to the sum of £150,000 and between the Parish Council's Investment Account and Parish Council's Current Account up to the sum of £50,000, provided that a list of such transfers shall be submitted to the next appropriate meeting of the Finance & Community Committee.
- d) Fund online payments from the Parish Council Current Account only, up to the sum of £10,000 (to cover staff salaries), provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance & Community Committee.

- 5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council or Finance and Community Committee may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Community Committee].
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made. Chair Finance and Community Committee will check payments list, bank statement and invoices prior to Finance and Community Committee meeting.
- 5.8. In respect of grants, the Finance and Community Committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the RFO and one Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or Finance and Community Committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the RFO, in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil and the invoice for payment.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council Finance and Community Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by the RFO or Deputy Clerk and one authorised bank signatory are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site, in addition to the continual back up to a cloud system.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO and one authorised bank signatory. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the RFO and Deputy Clerk and will also be restricted to a single on-line transaction maximum value of £300 or cash withdrawal maximum value £30 unless authorised by council or Finance and Community Committee in writing before any order is placed.

- 6.19. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Finance and Community Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the RFO.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained. is generally understood to include all fixed assets.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.

- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall invite tenders from at least three firms to be taken from the appropriate approved list.
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- d. Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- e. All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one member of council.
- f. If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. Any invitation to tender issued under this regulation shall be subject to the Council's Standing Orders³ and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

³ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and RFO to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall give prompt notification to the Council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the council is sole managing trustee of a charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

- 17.2. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

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Every effort has been made to ensure that the contents of this document are correct at time of publication. The National Association of Local Councils (NALC) cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Agreed by Steyning Parish Council

At Full Council on 16th May 2022



Steypning Scheme of Delegation

To avoid Full Council having to make every decision the Council Scheme of Delegation is an essential policy to enable the Council to function efficiently and effectively, with decision making powers being given to both Committees and Officers to enable the Council to react to circumstances and operate effectively.

Powers cannot be legally delegated to individual Councillors or Working Groups.

Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Council with its findings which may include recommendations.

1 Council Functions

The following matters are to be dealt with by the Full Council:

- 1.1 Approval of Budget and setting the Precept.
- 1.2 Approval of the Annual Return and Audit of Accounts.
- 1.3 Authorisation of borrowing.
- 1.4 Adoption of or, changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation.
- 1.5 Making of Orders under any statutory powers.
- 1.6 Appointment of Standing Committees, their Chairs and Vice-Chairs.
- 1.7 Appointment of Council representatives to outside bodies.
- 1.8 Appointment of the Clerk and Deputy Clerk of the Council.
- 1.9 Receive and adopt the minutes of committees and to consider and approve any recommendations.
- 1.10 Approval of payments by committees for any single expenditure item over £5,000. (*See Appendix 1 – 4.1 Financial Regs*)
- 1.11 Consider and monitor the Neighbourhood Plan, once approved, and any local development plans, for example regional, district or local plans.
- 1.12 All other matters which must, by law, be reserved to the Full Council.

2 Delegation to Committees

Committees are given decision-making powers in respect of specific matters delegated by Council. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may only 'resolve' those matters within their delegated powers, making 'recommendations' to Council on all other matters. Committees may decide not to exercise delegated responsibilities and instead make a 'recommendation' to the Council.

2.1 All Committees

- 2.1.1** Power to create working parties and sub-committee, with power to appoint councillors and/or members of the public to either, and to appoint officers to working parties but not to sub-committees
- 2.1.2** Appointment of Councillors to Working Groups by the Chair and Vice-Chair of the committee and the appointment of non-Councillor members to Working Groups where they bring additional expertise or knowledge, subject to confidentiality agreements consistent with those required of Councillors.

2.2 Finance, General Purposes Committee

All matters (except for creating Council Policy) relating to:

- 2.2.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.2.1
- 2.2.2** Review of budget position
- 2.2.3** To recommend and oversee the Council's Reserves policy.
- 2.2.4** Consideration of annual budget request from all standing Committees for recommendation to Council and to recommend to Council the precept for next financial year
- 2.2.5** Approval and award of grants and donations.
- 2.2.6** Ensure the Council meets its obligations to HMRC
- 2.2.7** Approval of expenditure within the budget set for the committee up to a limit of £5,000 on any single item and any expenditure beyond the limit to be recommended to Council for approval, as per 4.1 of the financial regulations, see appendix 1.
- 2.2.8** Monitor the availability of section 106 and CIL Funds and make recommendations to Council on non-Council applications for S106 and CIL Funding
- 2.2.9** Consider and agree recommendations to Council on action to all Internal & External Audit reports
- 2.2.10** Approval of Risk management strategy and review annual insurance policies.
- 2.2.11** Review and agree all contractual matters regarding leases on the buildings owned by the Council or, land owned by the Council on which buildings are situated.

- 2.2.12** Review annually the Council's Fixed Asset Register and ensure that insurance cover is adequate.
- 2.2.13** Oversee all maintenance contracts and where necessary make recommendations to Full Council.
- 2.2.14** Review and make recommendations to Council on Standing Orders, all policies and protocols and other legal, administration or accounting matters.
- 2.2.15** Oversee the Council's media
- 2.2.16** Neighbourhood Wardens
- 2.2.17** To delegate authority to the Proper Officer actions as it deems necessary to ensure that the Council's decisions are carried out efficiently and expediently and to ensure that the Proper officer reports back to the Council on what actions have been taken on its behalf.
- 2.2.18** Matters specifically delegated by the Council or, any other committee

2.3 Community Committee

All matters (except for creating Council Policy) relating to:

- 2.3.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.2.1
- 2.3.2** Review and submit an annual budget to the F&GP committee
- 2.3.3** Oversee the committee's annual budget
- 2.3.4** Approval of expenditure within the budget set for the committee up to a limit of £5000 on any single item and any expenditure beyond the limit to be recommended to Council for approval, as per Financial regulations 4.1, see Appendix 1.
- 2.3.5** Review and make recommendations to F&GP on contracts pertaining to the grass cutting of the playing fields and open spaces, the street cleaning and bin emptying in the High Street and the Memorial Playing Field.
- 2.3.6** Oversee the management and maintenance of the playing fields, Allotments and open spaces under the ownership of the Council and oversee the Public Rights of Way
- 2.3.7** Oversee in liaison with the Tree Warden the management and maintenance of all trees and hedgerows on Council Land.
- 2.3.8** Oversee the management of land, MPF Car Park and Changing rooms and other resources and oversee all matters concerning these premises including letting, maintenance, cleaning and Health and Safety.
- 2.3.9** Oversee the maintenance of all play areas and fitness/outdoor gym areas.

- 2.3.10** Report to and liaise with WSCC on strategic local highway matters and flooding (These matters not being the responsibility of Steyning Parish Council)
- 2.3.11** Oversee the maintenance of Council (SPC) owned street lighting and to liaise with HDC over the operation of all HDC owned car parks and to oversee all other parking issues.
- 2.3.12** Oversee maintenance contracts relevant to the committee and make any recommendations to F&GP.
- 2.3.13** Matters specifically delegated by Council or, any other committee.

2.4 Planning & Premises

All matters (except for creating Council Policy) relating to:

- 2.4.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.2.1
- 2.4.2** Oversee the Committee budget and review and submit an annual budget to the F&GP committee
- 2.4.3** Approval of expenditure within the budget set for the committee up to a limit of £5000 on any single item and any expenditure beyond the limit to be recommended to Council for approval, as per Financial regulations 4.1, see Appendix 1.
- 2.4.4** Planning applications, making representations on all planning consultations, and making representations on all applications for public entertainment licences or liquor licences.
- 2.4.5** Tree works applications.
- 2.4.6** All other planning or highway matters the Parish Council is consulted on.
- 2.4.7** Review of the Steyning Area Conservation Character Appraisal; ensuring that development is in accordance with national or, local Conservation Area Requirements, and seeking additional protection as appropriate.
- 2.4.8** CCTV management, maintenance and renewal
- 2.4.9** Oversee all matters concerning premises owned by Steyning Parish Council including letting, maintenance, Health & Safety, staffing and cleaning.
- 2.4.10** Matters specifically delegated by Council or, any other committee.
- 2.4.11** Oversee maintenance contracts relevant to the committee and make any recommendations to F&GP.

2.5 Personnel Committee

All matters (except for creating Council Policy) relating to:

- 2.5.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.1.2.
- 2.5.2** All personnel matters not delegated to officers or Sub-Committees.
- 2.5.3** Make recommendations to Council or F&GP on all staffing matters including salaries
- 2.5.4** Oversee the recruitment and appointment of staff.
- 2.5.5** To support and appraise the Clerk of the Council and ensure that as the Proper Officer and Financial Officer the Clerk is complying with the job description and delegated authority and make recommendations to Council as necessary.
- 2.5.6** Amend staff structure to reflect the Council's performance needs so long as within budget. Any changes requiring additional budget require Council approval.
- 2.5.7** To manage the provision of training of Officers and all staff and Councillors.
- 2.5.8** Consider and deal with all potential disciplinary matters relating to the Parish Clerk including the commissioning of external advisors and/or investigation in accordance with the provisions of the Council's complaints and disciplinary procedures.
- 2.5.9** Consider and resolve all staff appeals concerning grievance or disciplinary matters.
- 2.5.10** Consider and resolve appeals to decisions relating to a Staff complaint, where this is unable to be dealt with by Officers.
- 2.5.11** Consider all appeals against decisions relating to Staff where this is available within a policy.
- 2.5.12** Matters specifically delegated by Council or, any other committee.
- 2.5.13** Legal responsibility for the decisions and actions of the Committee remains with the Council as a whole.
- 2.5.14** Consider agreement on Staff incremental pay rises subject to satisfactory performance, usually managed by a performance management system and appraisal.

3 Delegation to Officers

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to make a decision, they report the matter to Committee or the Council for a decision.

3.1 Parish Clerk – Proper Officer & Responsible Financial Officer

- 3.1.1** The Parish Clerk shall be the Proper Officer and Responsible Financial Officer of the Council as defined in law.
- 3.1.2** See the table at 3.1.23 for the Parish Clerk's delegated responsibilities and for the delegation arrangements in the Parish Clerk's absence
- 3.1.3** Proper administration of the Council's financial affairs.
- 3.1.4** Report to External Auditor matters under Local Government Finance Act 1988 s114.
- 3.1.5** Ensure compliance with Financial Regulations.
- 3.1.6** Ensure compliance with all financial procedures.
- 3.1.7** Determine accounting policies, records and control systems.
- 3.1.8** Manage risk management of the Council.
- 3.1.9** Overall responsibility, and the day to day management of all council employees.
- 3.1.10** Arrange and manage the Council's insurance arrangements.
- 3.1.11** Day to day management of land, buildings and other resources.
- 3.1.12** Management of maintenance contracts and where necessary, to enter into new contracts using the procedure laid out within the SPC 'Finance Regulations Policy.
- 3.1.13** Overall responsibility for Health & Safety across all Council owned sites
- 3.1.14** Developing income generating activities for the Steyning Centre with the Deputy Parish Clerk.
- 3.1.15** Responsible for the management of the budget in accordance with Council Policy.
- 3.1.16** Ensure that employees and councillors follow the policies and protocols of the Council.

- 3.1.17** Dealing with all FOI/SAR requests as per the FOI Policy and report these to F&GP.
- 3.1.18** Dealing with all complaints as per the Complaints Policy.
- 3.1.19** Management of recruitment and payroll of Council employees in accordance with contracts of employment and the currently adopted staff structure and pay scales .
- 3.1.20** Consider and resolve all staff grievances in accordance with Grievance Policy.
- 3.1.21** Consider and deal with all staff disciplinary matters in accordance with Disciplinary policy.
- 3.1.22** Consider potential disciplinary matters relating to the Deputy Parish Clerk and make recommendations to the Personnel Committee in accordance with the provisions of the Council's complaints and disciplinary procedures
- 3.1.23** The following responsibilities of the Parish Clerk are delegated as follows in the absence of the Parish Clerk .

Delegated responsibilities in the absence of the Parish Clerk:

	Delegated Responsibility	Responsible in Absence
a.	The responsibilities and duties of the role of Proper Officer as set out within law and Council policies.	Deputy Parish Clerk
b.	Issue all statutory notifications.	Deputy Parish Clerk
c.	Receive Declarations of Acceptance of Office.	Deputy Parish Clerk
d.	Receive and record notices disclosing pecuniary interests.	Deputy Parish Clerk
e.	Receive and retain documents and plans.	Deputy Parish Clerk
f.	Hold the Council's Seal and apply it to documents as approved.	Deputy Parish Clerk
g.	Sign notices or other documents on behalf of the Council.	Deputy Parish Clerk
h.	Receive copies of By-laws made by principal authority.	Deputy Parish Clerk
i.	Prepare agendas and minutes for all committee meetings	Deputy Parish Clerk
j.	Sign summons to attend meetings.	Deputy Parish Clerk
k.	Ensure compliance with Standing Orders.	Deputy Parish Clerk
l.	Manage all Parish Council staff, either directly or indirectly.	Deputy Parish Clerk

m.	Manage the provision of Council services, buildings, land and resources.	Deputy Parish Clerk
n.	Incur expenditure in an emergency up to £1,000 whether budgeted or not.	Deputy Parish Clerk
o.	Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.	Deputy Parish Clerk
p.	Deal with dispensation requests from Members under the Code of Conduct.	Deputy Parish Clerk
q.	Deal with matters specifically delegated by Council or Committee.	Deputy Parish Clerk
r.	Take all decisions relating to the training of Councillors & staff.	Council/Personnel Committee/Deputy Parish Clerk
s.	Appoint all employees in accordance with the Council's staff structure.	Council/Personnel Committee/D. Parish Clerk
t.	Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.	Council/Personnel Committee/Deputy Parish Clerk
u.	Appoint casual / temporary members of staff as needed to meet the business needs of the Council and within existing budgets.	Council/Personnel Committee/Deputy Parish Clerk
v.	Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.	Council/Personnel Committee/Deputy Parish Clerk
w.	Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary.	Council/Personnel Committee/Deputy Parish Clerk
x.	Responsible for the overall management of all budgets in accordance with Council policies.	Council/F&GP Committee/Deputy Parish Clerk
y.	Authorised to issue press releases on any Council activity exercised in accordance with Council policy.	Deputy Parish Clerk
z..	Overall responsibility for Health & Safety across all Council owned sites.	Council/F&GP Committee/Deputy Parish Clerk
aa.	Matters specifically delegated within Council policies.	(broadly speaking) Financial Policies – Council/F&GP Committee/Deputy Parish Clerk Personnel Policies – Council/Personnel Committee Freedom of information / Consultation Policies – Council/FOI Panel/ Deputy Parish Clerk To be assessed individually by Council as and when required.

3.2 Deputy Parish Clerk

- 3.2.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.1.2.
- 3.2.2** Dealing with and resolving complaints received by the Council (except those regarding the actions or conduct of Councillors or Council employees), in accordance with the Complaints Procedure.
- 3.2.3** Day to day management of the Steyning Centre.
- 3.2.4** Day to day management of the Council's website and social media activities.
- 3.2.5** Day to day management of caretakers.
- 3.2.6** Authorising expenditure within budgeted levels in areas of responsibility and those delegated by the Parish Clerk.
- 3.2.7** Developing income generating activities for the Steyning Centre with the Parish Clerk.
- 3.2.8** Matters specifically delegated by Council or Committee.

Steyning Parish Council – Adopted 16th May 2022

Appendix 1.

{Excerpt from SPC Financial Regulations – Agreed 2020}

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. *Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:*

- the council for all items over £5,000.*
- prior approval by delegated committee for items - £1,000 to £5,000*
- Clerk can order goods and services before speaking with Chairman but making Chairman of committee or Finance & General Purposes aware of this decision for items - £500 - £1,000.*
- Clerk has authority to spend within the budget heading for items - £0 - £500.*

When required, such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO, and where necessary also by the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulation

STEYNING PARISH COUNCIL FINANCIAL RISK ASSESSMENT

TO ENSURE THERE IS NO POTENTIAL NON-COMPLIANCE WITH LAWS, REGULATIONS AND CODES OF PRACTICE

1. Internal Audit

The Internal Auditor to visit at least annually in order to ensure that the various accounting procedures are being adhered to. Following the visit, the Responsible Financial Officer must advise the Council of the outcome.

- (a) Ensure the cash book is up to date, look at chequebook to see the number of the last cheque drawn, and there are no pre-signed blank cheques.
- (b) Ensure the cash book is totalled and balanced. Test arithmetic. Check balancing to coincide with bank statements.
- (c) Inspect reconciliation and test arithmetic. Check whether all unpresented cheques are cleared from the previous reconciliation.

Reason: To reduce risk of embezzlement, fraud, etc.

2. Internal Control

The Councillor responsible for Internal Control to inspect the accounts quarterly to ensure that the various accounting procedures are being adhered to. Following his inspection, he should report to the Finance & Community Committee. Areas to be checked include:

- Agreeing the reconciliation of the cash books balance with the bank accounts and ensuring that the accounts are reconciled regularly.
- Counting petty cash held in the office.
- Checking the validity of payments
- Testing a sample of credits received for validity and proper processing,
- Checking vat payments and claims
- Agreeing employers' returns to HMRC

Reason: To reduce the risk of embezzlement, fraud etc.

3. Standing Orders and Financial Regulations

To review Standing Orders and Financial Regulations annually in order to ensure that they remain relevant to the work of the Council. – This is completed annually at SPC Full Council and is minuted

Reason: To ensure still relevant and sufficient safeguards in place.

4. Expenditure and Payments

The Clerk, following resolution of the Council, should authorise supply of goods and services and competitive prices to be sought in accordance with the Financial Regulations.

Before payment of invoices is made all invoices should be checked to ensure that the figures are correct, and invoices are properly addressed to the Parish Council.

Cheque Payments

Two Councillors must sign all cheques and they must initial the counterfoil. All cheques need Council approval or as per Standing Order.

OR

Bacs / Chaps Payments

AS per SPC Financial regulations 6.9

If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by the RFO or Deputy Clerk and one authorised bank signatory are retained, and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years

Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the Responsible Financial Officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the Proper Officer for payment with the approval of the Chairman or Vice-Chairman of the Council as per SPC financial regulations point 4.1, 'Budgetary control and authority to spend'.

All payments ratified under Standing Order shall be separately included in the next schedule of payments before the Council.

Expenditure under Local Government Act 1972, s.137 must be recorded in a separate column in the cash book and the use of this power should be recorded in the minutes.

Where possible Petty Cash should not be used, but if it is required the Clerk should control the Petty Cash system and up to the sum of £100.00 per month is allowable. An additional £100.00 may be had during a month in consultation with the Chairman or in his absence, the Vice-Chairman.

All these processes are undertaken at SPC overseen by the SPC RFO.

Reason: To ensure public money not being misused.

5. Insurance

Ensure that all purchases of new equipment are referred to the insurers in order to obtain cover for these items.

The Council or the relevant Committee shall review insurances annually to ensure that the sums insured are index linked where appropriate and adequate, especially Public Liability.

Certificates of Insurance to be kept for 40 years.

Reason: In case Public Liability claims are made and to comply with the Law.

The following table attempts to identify the risks involved and recommends the necessary actions. The list is not exhaustive, and the Parish Council may consider other risks.

Service Area	Risk	Recommendation
Insurance	Public Liability (statutory)	Continue existing cover (£10m)
	Employer's Liability (statutory)	Continue existing cover (£10M)
	Money and assault	Continue with existing cover (£1,000)*
	Fidelity Guarantee	Continue with existing cover (£400K)*
Insurance cont'd	Property	Continue with existing cover on buildings, contents, street furniture etc.
	Revenue protection: Business interruption On gross revenue Increased cost of working	Existing cover (£1M)* Existing cover (£90K)* Existing cover (£10K)*
	Officials Indemnity	Continue with existing cover (£500K)*
	Libel and Slander	Continue with existing cover (250K)*
	Personal Accident	Existing cover (£50K)*

Payroll	Loss of data on PC due to system fault.	Data is backed up regularly to the Microsoft cloud.
	Loss of services of employee.	Immediately advertise any vacancy (if permanent loss) and request help from remaining employees to cover temporary loss.
Administration	Payment arrangements	Continue with requirement to report all payments to Council for approval. Continue with requirement for signatories to initial cheque stubs or Bacs payments.
	Reconciliation	Continue with bank reconciliation to be carried out on the receipt of each statement.
	Agency advice	Continue with memberships of SALC and SLCC.
Allotments	Increase in net expenditure.	Review allotment rents annually.
Open Spaces and Play Areas	Loss of use of play equipment.	Continue with regular maintenance and safety checks and take unsafe equipment out of service until repairs carried out.
Precept / Council Tax Benefit Grant	Annual precept not the result of proper detailed consideration.	Continue to present budget to every F&C Committee meeting.
	Inadequate monitoring of performance.	Continue to regularly consider budget monitoring report (monthly).
	Illegal expenditure.	Continue to ensure that all expenditure is within legal powers.
	Reduction in income	Budget in anticipation.
Accounting	Non-standard and/or non-compliant records kept.	Continue to require adequate, complete and statutory financial records and accounts
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.
	Non-compliance with internal audit requirements.	Appoint internal auditor and continue practice of appointing internal audit committee.
Contracts	Ensure continued value for money coupled with continuity of work.	Approve the practice of seeking tenders for grounds maintenance every three years by advertising in local press and issuing specifications and tender documents to contractors expressing an interest. Tenders to be opened by the Chairman and Clerk and reported to next available Council meeting.

** - These recommended cover amounts noted in the table above are indeed covered by the 2020 SPC insurance policy and in many cases the cover far exceeds minimum recommended levels as befits the need*

*All elements noted as recommended actions in the table above are undertaken routinely by SPC.
{In 2020/21 an exception has been the review of Allotment rents}*

6. Budget Procedures

Ensure adoption of a Budget each year in order that the Council may set its Precept, and this should be properly minuted. - A budget preparedness schedule is agreed annually at SPC.

To monitor the expenditure against budget by Committees and Council. – Completed monthly at SPC

Any items of expenditure not within the original Budget should be referred to the Finance Committee who should decide from where these monies would be taken. – Undertaken at F&GP committee

Reason: To ensure sufficient budgetary controls.

7. Income

Review charges annually. Ensure that all charges are made for services provided. Cash and cheques received should be given a written receipt and placed in a safe place until banked. The reason for this is to ensure that all monies are properly banked. These payments should be entered into the receipts and payments book and monthly checked with the bank statement. All cash on the premises should be adequately secured. - Income and expenditure is reviewed and agreed monthly at SPC. Income is secured in locked cabinet and regular biweekly trips to post office bank the small amount of cash income.

Reason: To ensure money is not stolen.

8. Salaries and Wages

All payments of employees' salaries should be authorized during the Budget process and all necessary PAYE, and NIC, deductions taken and conveyed to HMRC, including the annual return. No payment to staff should be made without the deduction of Tax without the agreement of HMRC. - This is completed by the SPC Office and signed off by an SPC signatory

Reason: Otherwise, the Council could be liable for payment of such Tax not deducted.

9. Asset / Land Registers

The Asset register should be written up at least annually with details of acquisitions and disposals. The Land register should be reviewed annually. – These are checked and agreed by SPC annually

Reason: To ensure the Council is fully aware of their financial position.

10. Annual Statement

Year-end accounts to be prepared annually for audit. - These are checked and agreed by internal and external audit processes at SPC and then agreed and minuted at Council meetings

Reason: To comply with the Law.

11. V.A.T.

All incoming invoices should be checked to ensure that the correct VAT has been charged. VAT claims for repayment should be made at least annually, and are in fact completed quarterly through HMRC's digital VAT system by the SPC RFO

Reason: To ensure monies due to the Council are reclaimed regularly.



STEYNING PARISH COUNCIL

DISPENSATIONS SCHEME

1 Applicability

The following arrangements for seeking dispensations from prohibitions on participation apply from 1 July 2012. The statutory basis for the rules is to be found in the Localism Act 2011 sections 33 and 31(1) and (4).

The authority may on a written request made to the proper officer by a member or co-opted member of the authority grant a dispensation (a) relieving the member or co-opted member from either or both of the restrictions in section 31(4) of the Localism Act in cases described in the dispensation and/or (b) relieving the member or co-opted member from the restrictions in Paragraph 12 of the Code of Member's Conduct in cases described in the dispensation.

2 Legal Criteria

2.1 If a member or co-opted member of the authority (a) is present at a meeting of the authority, or of any committee, sub-committee, joint committee of the authority (b) has a disclosable pecuniary interest and/or a prejudicial interest in any matter to be considered, or being considered at the meeting, and (c) is aware that the condition in paragraph (b) is met the member or co-opted member may not participate in the matter.

2.2 These rules apply:

2.2.1 to either or both of the prohibitions from participation set out in the Localism Act 2011 section 31(4) concerning the matter in which a member or co-opted member has a disclosable pecuniary interest; and

2.2.2 to prohibitions from participation concerning a matter in which a member or co-opted member has a prejudicial interest.

Section 31(4) of the Localism Act 2011 provides in relation to disclosable pecuniary interests: "(4) The member or co-opted member may not -

- (a) participate, or participate further, in any discussion of the matter at the meeting, or
- (b) participate in any vote, or further vote, taken on the matter at the meeting but this is subject to section 33"

Paragraph 12 (1) of the Code of Member's Conduct provides in relation to prejudicial interests:

“(1) Where you have a prejudicial interest in any business of your authority:

(a) you must withdraw from the room or chamber where a meeting considering the business is being held (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence; (ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting; unless you have obtained a dispensation from your authority.”

2.3 A dispensation can only be granted if after having had regard to all relevant circumstances the authority:

2.3.1 considers that without the dispensation the number of persons prohibited by section 31(4) from participation in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business, or

2.3.2 considers that without the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business, or]

2.3.3 considers that granting the dispensation is in the interests of persons living in the authority's area, or

2.3.4 considers that it is otherwise appropriate to grant a dispensation.

3 Maximum period

A dispensation will specify the period for which it has effect and the period specified may not last for more than 4 years from the date of the giving of the dispensation.

4 How to apply for a dispensation

If a member wishes to seek dispensation to enable him or her to participate in the consideration of a matter from which he or she would be excluded by the provisions of section 31(4) of the Localism Act 2011 or the Code, he or she should write to or email the Clerk a request for a dispensation explaining why it is desirable for a dispensation to be granted. At least fourteen days' notice must be given before the dispensation is required to enable the appropriate committee together with all necessary consultations to be undertaken.

5 Records

The authority will record the existence, duration and nature of any dispensation and the record is to be kept with the register of members' interests and a copy provided to the authority's monitoring officer.

6 The authority's Finance & Community Committee's consideration of an application for dispensation

The following is a summary of what might be regarded as good practice in considering an application for a dispensation:

- 6.1 Dispensations should be granted only in exceptional circumstances.
- 6.2 Dispensations cannot be granted other than in the circumstances set out in the Localism Act 2011 Section 33(2) set out in paragraph 2.3 above.
- 6.3 A dispensation cannot authorise a member to act unlawfully.
- 6.5 Any dispensation that has already been granted will be ignored when applying the legal criteria in paragraph 2.
- 6.6 The interest of the member seeking the dispensation will be balanced against the potential effect of the outcome of the vote if the member is unable to participate.
- 6.7 A dispensation may be granted to enable a member to speak only or to speak and vote.
- 6.8 A dispensation should not be granted where the dispensation would conflict with the general principles which underlie the Code of Members' Conduct:
 - 6.8.1 **Selflessness**—members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.
 - 6.8.2 **Integrity**—members should not place themselves in situations where their integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.
 - 6.8.3 **Objectivity**—members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.
 - 6.8.4 **Accountability**—members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

- 6.8.5 **Openness** — members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.
- 6.8.6 **Honesty** – Members should not place themselves in situations where their honesty may be questioned, should not behave dishonestly and should on all occasions avoid the appearance of such behaviour.
- 6.8.7 **Leadership** – members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.
- 6.9 A dispensation should not be granted where the nature of the member's interest would damage public confidence in the conduct of the authority's business were the dispensation to be granted.
- 6.10 If a dispensation is granted it should usually be for one specific item of business at one meeting of the authority.
- 6.11 Consideration must take account of any legal requirement or statutory guidance issued by the Department for Communities and Local Government.
- 6.12 Section 31(4) of the Localism Act 2011 does not apply in relation to anything done for the purposes of deciding whether to grant a dispensation under this section.

7 Help

Further assistance can be obtained from the Clerk at clerk@steyningpc.gov.uk

Adopted by Full Council 16th May 2022

To be reviewed April 2023



DATA PROTECTION POLICY

Agreed by Full Council 16th May 2022



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
Email: steypningcentre@btconnect.com

One of the Council's roles is to encourage community involvement and participation; publication of some personal information is integral to this aim. At the same time, such publication must minimise any potential negative impact on individuals, e.g. intrusive marketing or identity theft.

The Council is bound by law to abide by the provisions of the Data Protection Act 1998. The eight principles of the act are given at the end of this Policy along with a link to the full online definition of the Act. It should be noted that any individual has the right to make a complaint to the Information Commissioner and that any upheld complaint against the Council could result in a fine.

The simplest way of ensuring compliance is to adopt a simple set of over-arching principles, since individuals acting for the Council may not be familiar with the full Act. The following principles apply:

Principle 1: Permission

The Council will not gather or publish any personal data unless the purpose of the data is made clear to, and permission has been obtained from, the data owner.

Principle 2: Single Use

Any personal data gathered as above will not be used for any purpose other than that stated when it was obtained. For example, if the Council gathers personal data for a paper publication it may not subsequently publish that data on the internet, and vice versa.

Principle 3: Protection of Electronic Data

The Council will ensure the safe keeping of any electronic files containing personal data and will not release those files to any external party except for the purpose of printing or publication. The Council will require that any files thus released are deleted after use.

As further protection, avoid presenting long lists of personal data. In general, contact information should be "dotted around" and presented in the context of other information. This is because there are always people who will use data from the internet for purposes other than that intended. An example would be gathering contact lists for onward sale; in this case, understanding the demographic or locality of contacts makes them more valuable. The way data is presented online may deter such misuse.

The Data Protection Act 1998

For full information see: http://www.ico.gov.uk/for_organisations/data_protection.aspx

The following are the eight principles of the Act reproduced from UK Government web site above:

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:
 - (a) at least one of the conditions in Schedule 2 is met, and
 - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under the Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Agreed: May 2022
Review: March 2023



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
Email: steyningcentre@btconnect.com



STEYNING PARISH COUNCIL BREACH NOTIFICATION POLICY

1. SCOPE

- 1.1. This procedure applies in the event of a personal data breach under Article 33 Notification of a personal data breach to the supervisory authority, and Article 34 Communication of a personal data breach to the data subject of the GDPR.
- 1.2. The GDPR draws a distinction between a 'data controller' and a 'data processor' in order to recognise that not all organisations involved in the processing of personal data have the same degree of responsibility. Therefore, each organisation, should establish whether it is data controller, or a data processor for the same data processing activity; it must be one or the other.

2. RESPONSIBILITY

- 2.1. All users (whether Employees/Staff, contractors or temporary Employees/Staff and third-party users) and Councillors of Steyning Parish Council are required to be aware of, and to follow this procedure in the event of a personal data breach.

3. PROCEDURE – BREACH NOTIFICATION DATA PROCESSOR TO DATA CONTROLLER

- 3.1. Steyning Parish Council shall report any personal data breach to the data controller (Clerk) without undue delay who will pass details to the Data Protection Officer. (GDPR-Info Ltd)
- 3.2. GDPR-*info* Ltd notifies their contact within the data controller, which is recorded in the Internal Breach Register.
- 3.3. Notification is made by [email, phone call, etc.].
- 3.4. Confirmation of receipt of this information is made by email

4. PROCEDURE – BREACH NOTIFICATION DATA CONTROLLER TO SUPERVISORY AUTHORITY

- 4.1. GDPR-Info Ltd shall notify the supervisory authority [ICO] without undue delay, of a personal data breach.
- 4.2. 4.1 GDPR-Info Ltd assesses whether the personal data breach is likely to result in a risk to the rights and freedoms of the data subjects affected by the personal data breach.
- 4.3. If a risk to the aforementioned is likely, GDPR-Info Ltd shall report any personal data breach to the supervisory authority without undue delay, and where feasible not later than 72 hours. Where data breach notification to the supervisory authority is not made within 72 hours, it shall be accompanied by the reasons for the delay.

- 4.4. The data controller (Clerk) shall provide the following information to the supervisory authority on a Breach Notification Form:
- 4.5. A description of the nature of the breach
- 4.6. The categories of personal data affected
- 4.7. Approximate number of data subjects affected
- 4.8. Approximate number of personal data records affected
- 4.9. Name and contact details of GDPR-*info* Ltd
- 4.10. Likely consequences of the breach
- 4.11. Any measures that have been or will be taken to address the breach, including mitigation
- 4.12. The information relating to the data breach, which may be provided in phases.
- 4.13. GDPR-*info* Ltd notifies their contact within the supervisory authority, which is recorded in the Internal Breach Register
- 4.14. Notification is made by [email, phone call, etc.].
- 4.15. Confirmation of receipt of this information is made by email.

5. PROCEDURE – BREACH NOTIFICATION DATA CONTROLLER TO DATA SUBJECT

- 5.1. Where the personal data breach is likely to result in high risk to the rights and freedoms of the data subject Steyning Parish Council shall notify the affected data subjects without undue delay, [using this form/in accordance with GDPR-*info* Ltd.'s recommendations].
- 5.2. The notification to the data subject shall describe in clear and plain language the nature of the breach including the information specified 4.4 above.
- 5.3. Appropriate measures have been taken to render the personal data unusable to any person who is not authorised to access it, such as encryption.
- 5.4. The controller has taken subsequent measure to ensure that the rights and freedoms of the data subjects are no longer likely to materialise.
- 5.5. It would require a disproportionate amount of effort. In such a scenario, there shall be a public communication or similar measure whereby the data subject is informed in an equally effective manner.
- 5.6. The supervisory authority may where it considers the likelihood of a personal data breach resulting in high risk require the data controller to communicate the personal data breach to the data subject.

STEYNING PARISH COUNCIL SUBJECT ACCESS REQUEST POLICY

1. Scope

All personal data processed by Steyning Parish Council is within the scope of this procedure. This procedure excludes personal data that is asked for as a matter of routine by data subjects

Data subjects are entitled to ask

- Whether Steyning Parish Council is processing any personal data about that individual and, if so, to be given:
 - a description of the personal data;
 - the purposes for which it is being processed; and,
 - details of who will be allowed to see the personal data.
- To be given a copy of the information and to be told about the sources from which Steyning Parish Council derived the information; and
- Where appropriate, logic involved in any automated decisions relating to them.

2. Responsibilities

GDPR-*info* Ltd are responsible for the application and effective working of this procedure, and for reporting to the Parish Clerk on Subject Access Requests (SARs).

GDPR-*info* Ltd is responsible for handling all SARs.

3. Procedure

- 3.1 Subject Access Requests must be made using our web page <https://gdpr-info.com/data-protection-contact-form/>
- 3.2 The data subject must provide evidence as to identity.
- 3.3 The data subject must identify the data that is being requested and where it is being held and this information must be shown on the SAR application form. Note that the data subject is entitled to ask for all data that Steyning Parish Council holds, without specifying that data.
- 3.4 The date by which the identification checks, and the specification of the data sought must be recorded; Steyning Parish Council has one month from this date to provide the requested information. There are no circumstances in which an extension to that one month will be provided, and failure to provide the requested information within that one month is a breach of the GDPR.
- 3.5 The SAR application is immediately forwarded to GDPR-*info* Ltd, who will ensure that the requested data is collected within the time frame.

Collection will entail either:

- 3.5.1 Collecting the data specified by the data subject, or
 - 3.5.2 Searching all databases and all relevant filing systems (manual files) in Steyning Parish Council, including all back up and archived files, whether computerised or manual, and including all e-mail folders and archives. The Parish Clerk maintains a data map that identifies where all data in Steyning Parish Council is stored.
- 3.6 GDPR-info Ltd maintains a record of requests for data and of its receipt, including dates. Note that data may not be altered or destroyed in order to avoid disclosing it.
- 3.7 GDPR-info Ltd is responsible for reviewing all provided documents to identify whether any third parties are identified in it and for either excising identifying third party information from the documentation or obtaining written consent from the third party for their identity to be revealed.
- 3.8 If the requested data falls under one of the following exemptions, it does not have to be provided:
- 3.8.1 Crime prevention and detection.
 - 3.8.2 Negotiations with the requester.
 - 3.8.3 Management forecasts.
 - 3.8.4 Confidential references given by Steyning Parish Council (not ones given to Steyning Parish Council).
 - 3.8.5 Information used for research, historical or statistical purposes.
 - 3.8.6 Information covered by legal professional privilege.
- 3.9 The information is provided to the data subject in electronic format unless otherwise requested and all the items provided are listed on a schedule that shows the data subject's name and the date on which the information is delivered.
- 3.10 The electronic formats used for responses to SARs are:
- 3.10.1 .CSV file

STEYNING PARISH COUNCIL

CCTV POLICY AND CODE OF PRACTICE

Introduction

Closed circuit television (CCTV) is installed at the Council premises for the purpose of staff and premises security. Cameras are located at various places on the premises, and images from the cameras are recorded.

The use of CCTV falls within the scope of the Data Protection Act 1998, the General Data Protection Regulation and the Data Protection Act 2018. In order to comply with the requirements of the law, data must be:

- Fairly and lawfully processed
- Processed for limited purposes and not in any manner incompatible with those purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in accordance with individuals' rights
- Secure

Data Protection Statement

1. Steyning Parish Council are the Data Controllers under the Act.
2. CCTV is installed for the purpose of staff, and premises security.
3. Access to stored images will be controlled on a restricted basis within the Council.
4. Use of images, including the provision of images to a third party, will be in accordance with the Council's Data Protection registration.
5. CCTV may be used to monitor the movements and activities of staff and visitors whilst on the premises.
6. CCTV images may be used where appropriate as part of staff counselling or disciplinary procedures.
7. External and internal signage are displayed *on the premises* stating of the presence of CCTV and indicating the names of the Data Controllers and a contact number during office hours for enquiries.

Retention of Images

Images from cameras are recorded on a secure hard drive ("the recordings"). Where recordings are retained for the purposes of security of staff and premises, these will be held in secure storage,

and access controlled. Recordings which are not required for the purposes of security of staff, and premises, will not be retained for longer than is necessary (14 day *retention period*).

The system has / has not an automatic power backup facility which may operate in the event of a main supply power failure.

Access to Images

It is important that access to, and disclosure of, images recorded by CCTV and similar surveillance equipment is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact should the images be required for evidential purposes.

Access to Images by Council Staff

Access to recorded images is restricted to *the Data Controllers*, who will decide whether to allow requests for access by data subjects and/or third parties (see below).

Viewing of images must be documented as follows:

- The name of the person removing from secure storage, or otherwise accessing, the recordings
- The date and time of removal of the recordings
- The name(s) of the person(s) viewing the images (including the names and organisations of any third parties)
- The reason for the viewing
- The outcome, if any, of the viewing
- The date and time of replacement of the recordings

Removal of Images for Use in Legal Proceedings

In cases where recordings are removed from secure storage for use in legal proceedings, the following must be documented:

- The name of the person removing from secure storage, or otherwise accessing, the recordings
- The date and time of removal of the recordings
- The reason for removal
- Specific authorisation of removal and provision to a third party
- Any crime incident number to which the images may be relevant
- The place to which the recordings will be taken
- The signature of the collecting police officer, where appropriate
- The date and time of replacement into secure storage of the recordings

Access to Images by Third Parties

Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at **Appendix 1**).

The data controller will assess applications and decide whether the requested access will be permitted. Release will be specifically authorised. Disclosure of recorded images to third parties will only be made in limited and prescribed circumstances. For example, in cases of the prevention and detection of crime, disclosure to third parties will be limited to the following:

- Law enforcement agencies where the images recorded would assist in a specific criminal enquiry
- Prosecution agencies
- Relevant legal representatives
- The press/media, where it is decided that the public's assistance is needed in order to assist in the identification of victim, witness or perpetrator in relation to a criminal incident. As part of that decision, the wishes of the victim of an incident should be taken into account
- People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings)

All requests for access or for disclosure should be recorded. If access or disclosure is denied, the reason should be documented as above.

Disclosure of Images to the Media

If it is decided that images will be disclosed to the media (other than in the circumstances outlined above), the images of other individuals must be disguised or blurred so that they are not readily identifiable.

If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then the data controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the data controllers
- The written contract makes the security guarantees provided by the editing company explicit

Access by Data Subjects

This is a right of access under the 1998 Act, the GDPR and the DPA 2018. Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at **Appendix 1**). The requestor needs to provide enough information so that they can be identified in the footage, such as a specific date and time, proof of their identity and a description of themselves. Any footage provided may be edited to protect the identities of any other people.

Procedures for Dealing with an Access Request

All requests for access by Data Subjects will be dealt with by the Clerk/DPO. The data controller will locate the images requested. The data controller will determine whether disclosure to the data subject would entail disclosing images of third parties.

The data controller will need to determine whether the images of third parties are held under a duty of confidence. In all circumstances the Council's indemnity insurers will be asked to advise on the desirability of releasing any information.

If third party images are not to be disclosed, the data controllers will arrange for the third-party images to be disguised or blurred. If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then the data controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the data controllers
- The written contract makes the security guarantees provided by the editing company explicit

The Data Controller will provide a written response to the data subject within **30** days of receiving the request setting out the data controllers' decision on the request.

A copy of the request and response should be retained.

Complaints

Complaints must be in writing and addressed to the Clerk. Where the complainant is a third party, and the complaint or enquiry relates to someone else, the written consent of the data subject is required. All complaints will be acknowledged within seven days, and a written response issued within 21 days.

Appendix 1
Data Protection Act/General Data Protection Regulation
- Application for CCTV Data Access

ALL Sections must be fully completed.

Attach a separate sheet if needed.

Name and address of Applicant	
Name and address of "Data Subject" – i.e. the person whose image is recorded	
If the data subject is not the person making the application, please obtain a signed consent from the data subject opposite	Data Subject signature.....
If it is not possible to obtain the signature of the data subject, please state your reasons	
Please state your reasons for requesting the image	
Date on which the requested image was taken	
Time at which the requested image was taken	
Location of the data subject at time image was taken (i.e. which camera or cameras)	
Full description of the individual, or alternatively, attach to this application a range of photographs to enable the data subject to be identified by the operator	
Please indicate whether you (the applicant) will be satisfied by viewing the image only	

On receipt of a fully completed application, a response will be provided as soon as possible and in any event within **30** days.

COUNCIL USE ONLY	COUNCIL USE ONLY
Access granted (tick)	
Access not granted (tick)	Reason for not granting access:
Data Controller's name: Signature: Date:	



Freedom of Information & Environmental Information Regulations Requests Policy

1.0 Background

Under the Freedom of Information Act, individuals have the right to access information held by the Council. The Council must also advise and assist the individual in making their request.

The Freedom of Information Act 2000 (FOIA) was passed on 30th November 2000. It gives a general right of access to all types of recorded information held by public authorities. It sets out exemptions from that right and places a number of obligations on public authorities.

The Act came into force in January 2005 and anyone wishing to exercise the right has to make a written request to the local authority. If such a request is made the Council is under obligation to inform the person whether or not the requested information exists and to supply access to the information, unless it is subject to an exemption.

Section 39 of the Freedom of Information Act exempts environmental information from being dealt with under the Freedom of Information Act and provides it should be dealt with under the Environmental Information Regulations [EIR], which also came into force on 1st January 2005.

Environmental Information is defined in the EIR as information falling into one of the six categories below:

1. the state of the elements of the environment, such as air and atmosphere, water, soil, land, landscape and natural sites including wetlands, coastal and marine areas, biological diversity and its components, including genetically modified organisms and the interaction among these elements.
2. factors, such as substances, energy, noise, radiation or waste, including radioactive waste, emissions, discharges and other releases into the environment, affecting or likely to affect the elements of the environment referred to in 1.
3. measures (including administrative measures), such as policies, legislation, plans, programmes, environmental agreements, and activities affecting or likely to affect the state of the elements and factors mentioned above, and as well as measures or activities designed to protect those elements.
4. reports on the implementation of environmental legislation.
5. cost-benefit and other economic analyses and assumptions used within the framework of the measures and activities referred to above.
6. the state of human health and safety, including the contamination of the food chain, where relevant, conditions of human life, cultural sites and built structures in as much as they are or may be affected by the state of the elements of the environment or, through those elements by any of the factors or measures referred to above.

2.0 Procedure

The FOIA requires that all requests must be made in writing (by letter or email) whereas the EIR also allow requests for environment information to be made verbally. Requests must clearly indicate what information is being required and state the name of the applicant and contact details for correspondence. Applicants do not have to state the purpose of their request.

- 2.1 Any individual making an enquiry under the FOIA should be advised that all requests for information must:
- be made in writing, including email.
 - include a name and address for the response to be sent to.
 - state clearly the information required.
- 2.2 Any individual making an enquiry, written or verbal, under the EIR should be advised that all requests for information must:
- include a name and address for the response to be sent to.
 - state clearly the information required.
- 2.3 On receipt of a request for information under the FOIA or EIR, an acknowledgement should be sent out within three working days advising whether the information is subject to the Act or not and how the Council will be responding to the request.

Where the request is deemed to be contentious the Responsible Officer may convene an FOI panel to assist him with the compilation of the response

Where the information is subject to the Act or Regulations, it should be dealt with accordingly and a response given to the enquirer within 20 working days. The Act or Regulations allow the Council to extend this deadline if further clarification of the request is needed but must advise the individual accordingly.

Where the information is not subject to the Act, it should be dealt with in line with the Council's complaints procedure.

- 2.4 Most requests for information will be free of charge. However, the Council reserves the right to charge the enquirer for photocopies or postage.

The individual may request that the information be given to them in a particular form and the Council may take into account the cost of providing the information in this form before complying with the request.

If the Council believes that it will cost more than £450 to find the information and prepare it for release, then the request can be refused. However, in all such cases the Council will ask the enquirer to narrow down the request by being more specific.

- 2.5 The FOIA and EIR do not place restrictions on how the individual may use the information, but does not transfer copyright in any information sent to the enquirer. The Council should advise the enquirer in writing if any of the information is copyrighted.

- 2.6 Under Section 36 of the Freedom of Information Act 2000 the Clerk together with the Chairman/Chairman of the relevant committee will make decisions about the disclosure of information that is believed to prejudice the conduct of public affairs. In the absence of the Clerk, this will be performed by the Deputy Clerk together with the Chairman / Chairman of the relevant committee.
- 2.7 If the Council refuses a request or withholds some of the information that has been requested, the enquirer will be advised of the reasons for the refusal. (see Section 3.0 Exemptions).
- 2.8 Under Section 16 of the FOIA and Section 9 of the EIR, the Clerk has a duty to provide advice and assistance to applicants. The Council will provide advice and assistance so far as it would be reasonable to expect it to do so to anybody who proposes to make or have made an Information Request.
- 2.9 Where the cost of compliance in providing the information to a number of related requests, whether from the same or different individuals, exceeds the “appropriate limit” the Council will not be obliged to comply with the request. However, the Council may, on a discretionary basis, be prepared to offer assistance as to what could be disclosed in a more cost effective manner. It will be a matter for the Council to determine whether the various requests are related and form part of an organised campaign.
- 2.10 If the Council receives an Information Request for information that it does not hold, but is aware that another public authority holds this information, the Council will provide assistance to the applicant and transfer their request to the public authority known to hold the requested information. If the Council holds any part of the information that has been requested by the applicant it will treat that part of the request as an official Information Request and process it accordingly.

3.0 Exemptions

- 3.1 In certain instances, the Council will withhold information if it considers an information disclosure would be subject to one or more of the exemptions included in the FOIA and EIR, e.g.
- Regulation 12(3) Personal Information
 - Regulation 12(4) – exemptions based on the type of information:
 - Regulation 12(4)(a) – the Council does not hold the information
 - Regulation 12(4)(b) – the request for information is manifestly unreasonable
 - Regulation 12(4)(c) – the request is too general
 - Regulation 12(4)(d) – the request relates to information which is unfinished or in the course of being completed
 - Regulation 12(4)(e) – the request involves the disclosure of internal communications.

- Regulation 12(5) – exceptions based on the content of the information requested
 - Regulation 12(5)(a) – international relations, defence, national security and public safety.
 - Regulation 12(5)(b) – the course of justice, the ability of a person to obtain a fair trial or the ability of a public authority to conduct an inquiry of a criminal or disciplinary nature.
 - Regulation 12(5)(c) – Intellectual property rights.
 - Regulation 12(5)(e) – the confidentiality of commercial or industrial information where such confidentiality is provided by law to protect a legitimate economic interest.
 - Regulation 12(5)(f) – the interests of the supplier of the information
 - Regulation 12(5)(g) – Protection of the environment
- Regulation 12(6) and (7) – Neither confirm nor deny
- Regulation 12(9) – Emissions

3.2 The Council will always explain its reasons for applying an exemption to the applicant within 20 days.

3.3 The Council will not classify information as exempt unless there are reasons for doing so. Where documents contain exempt information, the remaining information contained within the requested document will be available under the FOIA and EIR.

3.4 Qualified exemptions will only be applied if the Council believes it is not in the public interest to disclose the information having considered the Public Interest Test.

4.0 Public Interest Test

4.1 The Public Interest Test (PIT) will apply to all qualified exemptions under the FOIA. The PIT requires that information should be withheld under an exemption if, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

5.0 Appeals

5.1 If the Council refuses a request for information, the individual has the right to appeal the decision and should, in the first instance, request an internal review of the decision in writing within 5 working days of notification of the refusal.

5.2 The Council does have the right to refuse to review the decision.

5.3 The review should be conducted by a panel of three Councillors who were not connected with the initial decision having been appointed by Full Council. The Chairman or Vice Chairman will Chair the review. The individual should be advised of the outcome of the review within 15 working days.

- 5.4 If the individual is unhappy with the outcome of the review, or the Council has refused to undertake a review, the individual has the right to appeal directly to the independent Information Commissioner. The Commissioner has the power to investigate the way the Council handled the request and the response given by the Council. If the Commissioner agrees that the Council has wrongly withheld information, the Council can be ordered to disclose it.

The Information Commissioner can be contacted as follows:

Information Commissioner's Office Helpline:

08456 30 60 60 or 01625 54 57 45 Fax: 01625 524510

By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

By email: If your enquiry is about a new or existing notification under the Data Protection Act, please email notification@ico.gsi.gov.uk

**Adopted by Steyning Parish Council
On 16th May 2022**



Steypning Parish Council

Dignity at Work / Bullying and Harassment Policy

Purpose and Scope

1.1 Statement:

1. In support of our value to respect others, Steypning Parish Council will not tolerate bullying or harassment by, or of, any of its employees, councillors, contractors, visitors to the council or members of the public from the community which we serve.
2. The Council is committed to the elimination of any form of intimidation in the workplace.
3. This policy reflects the spirit in which the Council intends to undertake all of its business and outlines the specific procedures available to all employees and councillors in order to protect them from bullying and harassment and create a working environment where they have the confidence to raise a complaint.
4. It should be read in conjunction with the Council's policies on Grievance and Disciplinary handling, the Councillors' Code of Conduct and the Council's Social Media Policies.
5. The Council will issue this policy to all employees as part of their induction and to all councillors as part of their Welcome Pack. The Council may share this policy with contractors, visitors and members of the public.

1.2 Definitions:

6. Bullying "Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of the use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."
7. Harassment is "unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment." This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age. These definitions are derived from the ACAS guidance on the topic.
8. Bullying and Harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents.
9. Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, staff or councillor turnover, damage to the council's reputation and ultimately, legal proceedings against the council and payment of legal fees and potentially unlimited compensation.

1.3 Examples of unacceptable behaviour are as follows:

10. Spreading untrue or inflammatory claims, malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, making threats of physical violence against a person or their family, deliberately undermining a competent worker by overloading work and/or constant criticism, blaming a person for others' mistakes, preventing an individual's promotion or training opportunities.
11. Bullying and harassment may occur face-to-face, in meetings, through written communication, including electronic communication such as e-mail or on social media, by telephone or through automatic supervision methods. It can be verbal, non-verbal or physical in nature. It may occur on or off work premises, during work hours or non-work time.

1.4 Penalties/Sanctions:

12. Bullying and harassment by any employed persons can be considered examples of gross misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the Council.
13. If a councillor is bullying or harassing employees, contractors, other councillors or others then a referral through the Standards process in place at the time reported as a contravention of the Member's Code of Conduct will be the appropriate measure if any formal action with a potential sanction is considered appropriate.
14. If an employee or a councillor is experiencing bullying or harassment from a third party the Council will act reasonably in upholding its duty of care towards its own employees and its duty to enforce this policy concerning councillors.
15. Harassment can constitute a criminal offence or give rise to a damages claim and the Council will take appropriate legal advice, often available from the Council's insurer, if such a matter arises.

1.5 The Legal position:

16. Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974.
17. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal.
18. Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the Act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the corporate employer, the Council and the perpetrator(s) as individual named Respondents. Any individual bringing a claim does not have to have the specific characteristic themselves.

19. In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim.
20. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination.
21. A 'course of conduct' needs to be established under the 1997 Act. This can include linking incidents which are separated by long time periods. Damages for personal injury and distress can be awarded.
22. While the Council does not have the same statutory duty of care towards its councillors it has resolved to apply the principles of this policy to councillors.

1.6 Process for dealing with complaints of Bullying and Harassment

Informal approach

23. Anyone; employee, councillor, contractor or visitor, who feels they are being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or an intermediary, that their conduct is unacceptable, offensive or causing discomfort as it is possible that the person is not aware that their behaviour is unwelcome. This may be explained verbally, or in writing if this is more comfortable.
24. Anyone concerned about being bullied or harassed is encouraged to maintain a journal or other record of the incidents.

Formal approach

All complaints will be investigated with sensitivity, fairly and objectively in strict confidence in order to uphold the rights of the complainant and the alleged perpetrator. The outcome, and in particular any sanction, may not be kept confidential, however the views of a successful complainant will be given great weight before any information is disclosed.

- 25 **Employees:** Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Chair of the Staffing/Personnel committee, their line manager, or another Councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal Grievance Procedure to be invoked. The employee will be expected to provide evidence of the conduct about which he/she is complaining. If the employee is seeking any sanction against an individual councillor then this must be dealt with through the Members' Code of Conduct process administered by Horsham District Council HDC)
- 26 **Councillors:** Any councillor, who feels he or she is being bullied or harassed whether by another councillor, an employee or a member of the public should raise their complaint with the Council if an informal notification to the alleged perpetrator has been unsuccessful at eliminating the problem. The Council will give appropriate support and guidance to enable the complainant to refer the matter to HDC under the Code of Conduct process if it concerns a councillor and may use its disciplinary procedure in the case of an employee.

- 27 **A member of the public** who feels he/she has been bullied or harassed by any councillor or officer of the Council should use the Council's official Complaints Procedure if it concerns an employee, or the Code of Conduct procedure administered by HDC in the case of a councillor. A formal approach to the Clerk or to the Chairman, as appropriate, is encouraged first in the hope of achieving informal resolution.
- 28 **Grievance –Employees only.** A meeting to discuss the complaint with the aggrieved party will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the Council's Grievance Procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting.
- 29 A full investigation of the complaint will be held by an officer, or other duly appointed person as appointed by the Finance and General Purposes Committee. It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality.
- 30 The hearing panel will publish its recommendations following deliberation of the facts. An action plan should be made available to the aggrieved employee to demonstrate how the problem is to be resolved. It may be decided that mediation or some other intervention is required, and the Council should contact NALC, an employer's body or ACAS to this effect, or the Council may offer counselling. The employee will have a right of appeal.
- 31 At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with the full Council without prior approval by the aggrieved party.
- 32 The Council commits not to victimize the aggrieved for raising the complaint once the appropriate dispute resolution process has been concluded however, if during the investigation a complaint is found to be vexatious, made with malicious intent and/or not made in good faith, then a grievance may be brought against that person in accordance with the Council's Grievance Procedure or under its employment disciplinary procedures.
- 33 **Disciplinary Action** Following a Grievance Hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.
- 34 **For an Employee** found to have been bullying/harassing others this will follow the Council's Disciplinary procedure under the ACAS Code of Practice and would normally be treated as Gross Misconduct.
- 35 **For Councillors** If informal resolution satisfactory to the other party cannot be achieved then any investigation and potential action must use the Code of Conduct procedure administered by HDC.
- 36 In some cases, counselling or training in appropriate skill areas e.g. inter-personal communication, assertiveness, chairmanship etc. on a voluntary basis may be more appropriate than a referral under the Code of Conduct process for investigation and possible penalty. Resolution may include (but are not limited to) voluntarily accepting an admonishment, issuing an apology or giving an undertaking not to repeat the behaviour, surrendering opportunities to further harass/bully such as resignation from a committee(s) where direct contact with the complainant or other affected parties or decision-making about that complainant may take

place, or resigning from representation on any outside bodies where there may be contact with the complainant or other affected parties.

37 A referral under the Code of Conduct is usually the appropriate step.

38 A referral to the Police or civil action under the Protection from Harassment Act 1997 may also be appropriate in the more extreme cases.

39 **For members of the Public** The allegation will be dealt with under the SPC Unacceptable Behaviour Policy

False or malicious allegations of harassment or bullying which damage the reputation of another employee/councillor will not be tolerated and will be dealt with as potentially serious misconduct

Approved by Working Practices Group

4 June 2020

Adopted by SPC Full Council 16th May 2022



Communications Protocol

1. INTRODUCTION

This Protocol has been drawn up in accordance with the “Governance Toolkit for Parish and Town Councils” prepared as a partner publication by Association of Council Secretaries and Solicitors, Society of Local Council Clerks, and NALC.

2. AIMS

The Communications Protocol aims to help Steyning Parish Council communicate effectively and impartially.

3. GENERAL PRINCIPLES (COMMUNICATIONS WITH THE MEDIA AND MEMBERS OF THE PUBLIC)

3.1 The Council's communications will be open and transparent in dealing with the media.

The purpose of press releases is to increase public awareness of the Parish Council's activities. All press releases must be submitted by the Clerk, who will consult the Chair or Vice-Chair, or the Parish Council as the corporate body when drafting the press release.

3.2 Proactive media releases will be issued to promote a decision or work of the Parish Council.

Reactive press releases will be prepared and issued in response to a specific question or as a rebuttal to an article already published. Such statements should be dealt with in a timely manner.

Other press releases will report the decisions and outcomes of the Council's activities and explain the reasons for them.

3.3 The media may on occasions attempt to by-pass the Clerk; however, it is essential that all communications are coordinated and managed through the Clerk. Where Parish Councillors are contacted direct by the media, they should refer them to the Clerk.

3.4 The Parish Council occasionally works with partners, mostly from the public sector, and in these circumstances, their contribution should be acknowledged.

3.5 Press reports from the Parish Council, its committees or working groups shall, in general, be sent from the Clerk or via the reporter's own attendance at a meeting.

3.6 Unless a Parish Councillor has been authorised by the Council to speak to the media on a particular issue, Parish Councillors who are asked for comment by the press should make it clear that any views they express are personal and request that this be clearly reported as their personal view.

3.7 Unless a Parish Councillor is absolutely certain that he/she is reporting the view of the Council, they must make it clear to members of the public that they are expressing a personal view. [The only clear way of being aware of the Council's view is if the matter has been discussed at a Parish Council meeting, and a decision made on that item.]

3.8 Press releases will not be used to comment on national political debates unless of specific relevance to this Parish Council.

3.9 All media releases issued by the Council will include a quotation from the Chairman (or, in his/her absence, the Vice-Chairman, if there is one); if it is not possible to contact the Chairman or Vice-Chairman a quotation will be attributed to the Chairman.

3.10 The Clerk will usually be the first point of contact for the media; however, where it is appropriate for an elected Member to represent the Parish Council, the Chairman or Vice-Chairman shall be authorised as the official spokesperson for the Council.

3.11 Individual Members will not be permitted to issue media releases on behalf of the Parish Council. In the restricted period before an election, commonly known as "purdah" media releases will not include quotes from Members who are due for re-election.

4. PARISH COUNCIL CORRESPONDENCE

4.1 The first point of contact for the Parish Council is the Clerk and it is to the Clerk that all correspondence for the Parish Council should be addressed.

4.2 The Clerk should deal with all correspondence following a meeting.

4.3 No individual Parish Councillor should communicate directly with companies/individuals with which the Parish Council has a contractual relationship.

4.4 No individual Parish Councillor should be the sole custodian of any correspondence or information in the name of the Parish Council (or its committees/sub-committees). [In particular, Parish Councillors do not have a right to obtain confidential information/documentation unless they can demonstrate a "need to know".] See 5.1

4.5 All official correspondence should be sent by the Clerk in the name of the Parish Council, using Council letter-headed paper or by e-mail.

4.6 Where correspondence from the Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person.

4.7 Correspondence sent on behalf of the Parish Council to Horsham District Council shall also be copied to the two District Councillors.

4.8 Any emails to external parties, from the Parish Council, should make it clear at the end of the email that it has come from the Parish Council.

5. PARISH COUNCILLOR CORRESPONDENCE WITH EXTERNAL PARTIES

5.1 The Clerk sends out the Council's correspondence to other bodies, and correspondence from individual Parish Councillors, on Parish Council business, should be avoided; however, there may be exceptional situations when it is appropriate for a Parish Councillor to issue correspondence in his/her own name. Such correspondence must be authorised by the Parish Council and the correspondence must make it clear that it has been written in an official capacity. All such correspondence should be copied to the Clerk (see 4.4 and 4.5).

6. AGENDAS FOR PARISH COUNCIL MEETINGS

6.1 In accordance with Paragraph 1 (4) (a) of the Public Bodies (Admission to Meetings) Act 1960, agendas will be published no later than 3 clear days before a meeting (this excludes the day of publication and the day of the meeting – Saturdays are included within this calculation).

6.2 Where the Clerk or a Parish Councillor wishes fellow Councillors to receive matters "for information only" in respect of items on the agenda, this will be circulated via the Clerk.

Note: This applies to items on the agenda only. Parish Councillors are entitled to share any other information they wish, with their colleagues. In these circumstances, it can be helpful for the Clerk to be copied in.

7. GENERAL GUIDANCE

7.1 Steyning Parish Council is apolitical. There should be no material used which attempts to promote the personal image of a particular Councillor, promote an individual Councillors' proposals or recommendations, or personalise issues. Nor should the Council assist in the publication of any material which does any of the above.

8. LEGAL MATTERS

8.1 Defamation: This term covers libel (written) and slander (spoken) and relates to the publication of any untrue statement about a person which is damaging to their reputation.

8.2 Data Protection: Avoid publishing the personal data and/or images of individuals unless their written permission has been obtained. **When e-mailing two or more recipients, be sure to 'blind copy' all recipients in order to avoid making the contact details of others available to all.**

8.3 Prejudice and Pre-determination: Councillors should avoid expressing prejudice or pre-determination on any topic due to be discussed and agreed by the Parish Council.

8.4 Copyright: Placing images or text on the website, from a copy-righted source without permission is likely to breach copyright. Avoid publishing anything unless permission has been granted. Breach of copyright may result in an award of damages against the Parish Council.

8.5 Obscene Material: It is a criminal offence to publish or access obscene material.

9. CODE OF CONDUCT IMPLICATIONS:

9.1 Councillors may have a social media account on which they comment as both an individual and a Councillor. It must at all times be made clear whether Councillors are posting as individuals or in their capacity as a Councillor. Aspects of the Members' Code of Conduct apply as much to on-line activity as they do to other written or oral communication. On-line content should be objective, balanced, informative and accurate. What is written on the Internet is permanent.

9.2 Comments should be respectful and informative, never condescending or "loud". "Loud" is when capital letters are used. Use sentence-case format.

9.3 Refrain from posting controversial or potentially inflammatory remarks. Language which could be deemed as offensive, especially in respect of race, sexuality disability etc. should not be published on any social media website.

9.4 Avoid personal attack, on-line fights and hostile communications.

9.5 Never use a member of public's name unless you have permission.

9.6 Respect the privacy of other Councillors and residents.

9.7 Be aware not to publish anything which violates laws or regulations.

9.8 In the main, Councillors have the same legal duties on-line as anyone else, but failure to comply with the law may have more serious consequences. Extra care needs to be taken for electoral campaigning and when writing on planning matters.

9.9 The Parish Council Newsletter and Website will remain the main tools for the purposes of communicating information regarding the Parish Council's activities.

Adopted by Full Council May 2021



STEYNING PARISH COUNCIL COMPLAINTS PROCEDURE

1. This Complaints procedure covers complaints from the public or outside bodies about the administration of the council or its procedures and
2. does not cover complaints about an employee of the Council i.e. the Clerk, Deputy Clerk or Caretakers. All complaints about employees are dealt with internally as an employment matter.
3. does not cover complaints about a Councillor acting or giving the impression of acting as such as these come under the jurisdiction of the Code of Conduct and are dealt with directly by the Horsham District Council
4. does not cover local electors' statutory right to object to the Council's audit of accounts (s.16 Audit Commission Act 1998)
5. does not cover criminal activity which is the responsibility of the police

This Complaints Procedure is intended to deal with those complaints that cannot be satisfied by less formal measures or explanations provided by the Clerk or other Proper Officer or Chairman of the Council.

In normal circumstances on receipt of a complaint the Clerk will:

1. Consult with the Chairman/Vice Chairman of the Parish Council and/or the Chairman of the relevant committee.
2. Draft a response to the complainant and agree its content with the responsible Chairman/Vice Chairman.
3. A full written response to the complainant will then be sent by the Clerk.
4. If the complainant is not satisfied with this response and wishes to pursue the matter further then the following procedure will apply:

A Review will be undertaken by a review panel of the Council which will be nominated by the Chairman and Vice Chairman as and when required. This review group will be as independent as possible and will not comprise of members of the committee under whose jurisdiction the complaint falls unless the complaint relates to the full council.

The name of the complainant will only be made known to the review panel.

Review Procedure

Before the meeting.

1. The complainant should be asked to put the complaint about the Council's procedures or administration in writing to the Clerk (if this has already been done, the complainant should be asked to give any further new explanation as to why the original response is not acceptable).

2. If the complainant does not wish to put the complaint to the Clerk or other proper officer, they may be advised to put it to the Chairman of the Council.

3. The Clerk or the Chairman of the Council shall acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the review panel established for the purposes of hearing the complaint.

4) The complainant shall be invited to attend the meeting of the panel and bring with them a representative, (normally no more than 2 other persons), in exceptional circumstances, and with prior agreement of the Chairman, more representatives may accompany the complainant.

5) 7 clear working days prior to the meeting, the complainant shall provide the Council with copies of any additional documentation or other evidence, which they wish to refer to at the meeting. The Council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting

.At the Review Meeting

1. Chairman to introduce everyone.

2. Chairman to explain procedure.

3. Complainant (or representative) to outline grounds for complaint.

4. Members to ask any question of the complainant.

5. If relevant, Clerk or other proper officer to explain on behalf of the Council, the Council's position.

6. Members to ask any question of the Clerk or other Proper Officer.

7. Clerk or other Proper Officer and complainant to be offered opportunity of last word (in this order).

8. Clerk or other Proper Officer and complainant to be asked to leave room while panel decides whether or not the grounds for the complaint have been made (if a point of clarification is necessary, both parties to be invited back).

9. Clerk or other Proper Officer and complainant return to hear decision or to be advised when decision will be made.

10. Any decision of the review panel will be final and will be reported at the next Full Council meeting

After the Meeting

1. The decision of the review panel will be confirmed to the complainant in writing within seven working days together with details of any action to be taken.

NOTE: A log of any written complaints or compliments will be kept.

Approved by Working Practices Group

19 February 2020

Adopted by SPC Full Council 16th May 2022



Social Media Policy

What is Social Media?

'Social media' is the term commonly given to websites and online tools allowing users to interact with each other in some way – by sharing information, opinions, knowledge and interests. This interaction can be through computers, mobile phones and tablets.

Examples of social media websites include:

- social networking (e.g. www.facebook.com)
- video sharing (e.g. www.youtube.com)
- blogs (e.g. www.london2012.com/blog)
- micro-blogging (e.g. www.twitter.com)
- wikis (e.g. www.wikipedia.org)
- social bookmarking (e.g. www.delicious.com)
- Commenting on online news sites (e.g. <https://www.wscountytimes.co.uk/>)

Council Use of Social Media

Principles

NB The principles of this policy apply to parish councillors and Council staff and also apply to others communicating with the Steyning Parish Council (SPC)

- SPC supports the appropriate use of social media as a means of publishing and promoting its work to a wider audience.
- To support, guide and protect councillors and staff members with regards to their own privacy and professional reputations and the reputation of SPC.
- Councillors should refrain from entering into online debates on the work of the SPC.
- With the exception of placing vacancy advertisements, social media must not be used in the recruitment process for employees or councillors as this could lead to breaches of privacy, potential discrimination claims and also data protection issues
- The use of social media does not replace existing forms of communication
- The policy sits alongside relevant existing policies which need to be taken into consideration
- SPC's Code of Conduct applies to online activity in the same way it does to other written or verbal communication
- Individual councillors and council staff are responsible for what they post either in a council or a personal capacity and should always make it clear in which capacity they are doing so.

Advice for Councillors using Social Media

The HDC Monitoring Officer's advice concerning the criteria / threshold to look at with regard to when a member is acting in that capacity is : -

- *A member is acting in his or her capacity as a member when he or she is clearly conducting authority business, when attending authority meetings and functions, and when dealing with constituents as ward councillor.*
- *A member is probably acting in his or her capacity as a member when blogging, tweeting, commenting in newsletters and the like and the member uses the word "councillor" or equivalent in a heading or by signature.*
- *A member is probably acting in his or her capacity as a member when he or she makes use of information obtained as a member, especially if the information could not have been obtained elsewhere.*

Approved Council Social Media

- Parish Council website www.steyningpc.gov.uk
- In accordance with the SPC's adopted standing orders, the Parish Clerk is the SPC's nominated Press Officer authorised to issue press releases. No other member of staff (except for the Deputy Clerk deputising for the Parish Clerk) is permitted to issue public statements on behalf of SPC.

Guidance for Councillors and Council Employees on the Use of Social Media

- The key to whether a councillor's online activity is subject to the Council's Code of Conduct is whether they are, or even appear to be, acting in their capacity as a councillor rather than as a private individual
- If a councillor is not, or may not be, acting as councillor but in their private capacity then posting, hosting or moderating concerning council matters using social media could still amount to breach of SPC's Dignity at Work Policy.
- When using social media (including email) parish councillors and council staff must be mindful of the information they post in both a personal and council capacity and keep the tone of any comments respectful and informative.
- Online content should be accurate, objective, balanced, informative and transparent, and all persons posting should know the terms of use on third party websites, e.g. Facebook
- While councillors and council staff are free to communicate in appropriate contexts, they should be careful not to say anything that they would not be comfortable justifying at a public meeting
- Be mindful that this information may stay in the public domain indefinitely.

Councillors and Council employees should:

- not post in haste.
- not hide their identity by using false names or pseudonyms.
- not present personal opinions as those of the Council.
- not publish an untrue statement about a person which is damaging to their reputation, as that could result in libel action against the Council or the councillor.
- not post any information that infringes the copyright of others without obtaining permission, as it is likely to breach copyright laws.
- not publish the personal data of individuals without having their express permission.
- not say anything through social media (or indeed anywhere) when involved in making any decisions which suggests predetermination on an issue that is due to be formally decided on.
- not use social media to make personal attacks or indulge in rude, disrespectful, inflammatory, offensive or defamatory comments.
- not post offensive language.
- comply with equality laws relating to race, sexuality, disability, age, gender, religion and belief.
- not bully, harass or intimidate anyone – including not saying anything, particularly if it is part of similar comments about a person or on a theme, that might be construed as bullying or intimidation, whether the comments relate to a SPC employee, another councillor or anyone else.
- not publish anything that could reasonably be perceived as bringing SPC in general into disrepute.
- not disclose information given in confidence by anyone, or information acquired which it is believed, or ought reasonably to be aware is of a confidential nature. This includes all internal emails unless the reverse is expressly stated.
- not publish or report on conversations internal to SPC without permission.
- not publish photographs or videos of minors without parental permission.
- not conduct any online activity that violates laws, regulations or which constitutes a criminal offence.
- not reference other organisations without their approval. When making a reference, link back to the source where possible.
- not publish SPC related information that is not already in the public domain, e.g. already available on the SPC's website or disclosed at a meeting held in public.
- not publish anything that would not be acceptable in the workplace.
- not use SPC's facilities for personal or political blogs.

Councillors and council employees should

- set appropriate privacy settings for any blog or networking site where a councillor or employee is responsible as publisher, controller or moderator.
- remove threatening, defamatory, obscene, abusive or inflammatory posts made by others as soon as possible to avoid the perception that such views are condoned, while councillors and employees should never make such postings themselves.
- be aware that the higher the profile as a councillor or employee, the more likely it will be seen as acting in an official capacity when blogging or networking, hosting or moderating.
- when using an SPC provided blog site or social networking area councillors and employees should ensure the facilities are used appropriately as any posts are likely to be viewed as made in an official capacity.
- be aware that by publishing information that could not have been accessed without being in the position of a councillor or employee they are likely to be seen as acting in an official capacity
- When making political points they should be careful about being too specific or personal if referring to individuals. An attack on individuals may be seen as disrespectful or worse, whereas general comments about another party or genuine political expression is less likely to be viewed as disrespect.

Code of Conduct

SPC has adopted a Code of Conduct and if using social media in an official capacity as a parish councillor, or when it may be being perceived to be acting in an official capacity, any author should be mindful of the seven Nolan principles of the public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

If posting in a personal capacity it is important for any author to have proper regard to the Council's Dignity at Work and Unacceptable Behaviour Policies.

Approved by Working Practices Group

4 June 2020

With minor amendments by Cllrs Tim Lloyd and Paul Campbell

6 June 2020

Adopted by SPC Full Council 16th May 2022



Unacceptable Behaviour Policy

1. Introduction

1.1 This policy sets out the Council's approach to dealing with unacceptable behaviour by members of the public

It is anticipated the application will be minimal. However, the Council has a duty to safeguard its employees from unacceptable behaviour. It will similarly protect its councillors

2. Policy Aims

2.1 SPC aims to:

2.1.1 Deal fairly, respectfully and consistently with all. Employees of the Council and its councillors have the right to expect this to be reciprocal.

2.1.2 Manage an individual's contact with SPC's employees and/ or councillors where it is considered that a person's behaviour or actions are unacceptable.

2.1.3 Ensure that employees and councillors each enjoy the same level of protection.

3. Definition

3.1 Unacceptable Behaviour

3.2.1 This includes the use of language (oral or written - including on social media) or behaviour that may cause employees or councillors to feel afraid, threatened, abused, bullied or the subject of harassment. Examples include threats, physical aggression, abuse, rudeness and the use of insulting and offensive remarks. Untrue or inflammatory statements and unsubstantiated allegations can also be abusive behaviour.

3.2.2 The Council has a zero-tolerance policy with regards to racist, sexist, ageist, homophobic or other prejudicial conduct related to 'protected characteristics' as defined in accordance with the Equality Act (2010).

4. Managing Unacceptable Behaviour

4.1 A person should almost always be given an opportunity to rectify their behaviour.

4.1.1 Employees or councillors should explain (through a third party if necessary) that they find someone's behaviour or language unacceptable and allow the person a chance to remedy, moderate or change the behaviour.

4.2 If the behaviour continues, employees and councillors should:

- End telephone calls if the caller is considered aggressive, abusive or offensive.
- Report the matter to the Clerk to decide whether the police need to be contacted or to consider how to manage contact with the person.
- Refuse to meet with someone/take a telephone call
- Block an email address
- Ask the person to leave the premises.

4.3 It may be appropriate to manage an individual's contact with the Council. This is a very serious step. Accordingly, the Policy must not be implemented by the Clerk without first consulting with the Chairman of the Council and in most cases securing a formal resolution from the F and GP Committee.

4.4.1 After proper consultation, the Clerk may be authorised by the F and GP Committee or Full Council to write to the perpetrator advising them of the way(s) in which contact with employees and/or councillors will be restricted. The perpetrator will be advised of the period the restriction(s) will be in place - which in exceptional cases may be indefinite.

4.4.2. The following are examples of possible restrictions. The list is not exhaustive:

- Restricting telephone calls to specified days/times/duration.
- Requiring any personal contact to take place in the presence of an appropriate witness.
- Requiring contact to take place with one named member of staff or councillor only.
- Requiring contact to take place in a specified process or manner, for example, only by telephone, only by email, or only by letter.
- Informing the perpetrator that the Council will not reply to or acknowledge any further contact from them on the specific topic (in this case, a designated member of staff should be identified who will read future correspondence).
- Restricting the perpetrator from making contact by telephone except through a third party, for example, a solicitor, a councillor or a friend acting on their behalf.
- Restricting the perpetrator from sending emails to an individual and/or all council officers/councillors and insisting they only correspond by letter or in an identified way.
- Restricting the perpetrator from using certain council's services, for example The Steyning Centre or Council owned open spaces such as allotments.
- Restricting the perpetrator from entering any Council building except by appointment.

4.4.3 Where restrictions are not complied with or where the behaviour may threaten the immediate safety and welfare of others the Council may report the matter to the police or take other safeguarding action including proceedings in the civil courts. In such cases the Council may not give the perpetrator warning of the action to be taken.

5. Appealing and Reviewing a Decision to Manage Contact

5.1 It is important that a person has an opportunity to appeal a decision to manage contact. Any appeal should be made in writing to the Clerk. The appeal should be made within ten working days of the decision to manage contact unless there are exceptional circumstances as to why an appeal cannot be raised within this timeframe. The procedure to be adopted thereafter will be the same as the review procedure in the SPC Complaints Policy and will be undertaken by a panel of councillors.

5.2 A decision to manage contact may be reconsidered if the perpetrator demonstrates a more acceptable manner or if the circumstances that led to the original decision have changed.

Approved by Working Practices Group

4 June 2020

Adopted by SPC Full Council 16th May 2022



Overarching Protocol for Councillors' Personal and Official Conduct

Including Social Media, Emails and Meetings

Purpose

The Code of Conduct and its sanctions applies only when a councillor is, or appears to be, acting as such.

In contrast, this Protocol offers guidance to conduct which may not be regulated by the Code, but is distressing to staff, other councillors, or members of the public and/or the conduct risks bringing the Council or the councillor into disrepute.

Dignity at Work

The Council has an adopted Dignity at Work Policy. This applies to everyone, including staff, councillors and members of the public.

It applies to all interactions including social media, emails and meetings.

Depending on the circumstances, an alleged breach of this can be dealt with as: -

- a grievance (by a member of staff only)
- a disciplinary issue (against a member of staff only)
- a Code of Conduct issue (against a councillor acting or giving the impression of acting as such); or
- under SPC's Unacceptable Behaviour Policy (against a member of the public).

Please refer to SPC's Dignity at Work Policy and to SPC's Unacceptable Behaviour Policy for details of the procedures and potential consequences.

Social Media Policy

The Council has an adopted Social Media Policy. Breach of its principles may give rise to a breach of the Dignity at Work policy and hence to a Code Complaint.

Email Policy

The Council has an adopted Email Policy. Breach of its principles may also give rise to a breach of the Dignity at Work Policy and hence to a Code Complaint.

Approved by Working Practices Group

4 June 2020

Adopted by SPC Full Council 16th May 2022



STEYNING PARISH COUNCIL HEALTH AND SAFETY POLICY

1. GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy, and the way in which it has operated will be reviewed every year by the Full Council.
- 1.4 Although risk assessment is a continuing process, it shall form part of the Council's annual review.

2. RESPONSIBILITIES

2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of Steyning Parish Council. The Clerk is responsible for this policy being carried out at all the Council's premises and the Deputy Clerk will be responsible as his/her designated duties.

2.2 The following supervisors are responsible for safety in particular areas:

Supervisor	Area	Any Special Responsibility
Deputy Clerk	Steyning Centre	
Caretaker	MPF Changing Rooms	

2.3 All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.4 Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.

2.5 Consultation between management and employees is provided by immediate day to day discussion with the Clerk.

2.6 The Accident Record Book is kept in the Steyning Centre Office.

3. FIRST AID

3.1 First Aid boxes are located as follows:

Box 1: The Steyning Centre Office

3.2 Appointed persons responsible for boxes are:

Box 1: The Deputy Clerk

4. FIRE SAFETY

4.1 Fire extinguishers shall be visually inspected monthly in the Steyning Centre by the Deputy Clerk. Fire extinguishers shall be maintained annually.

4.2 The fire alarm system at the Steyning Centre shall be tested monthly by the Deputy Clerk. A fire drill shall be held annually at the Steyning Centre. Annual electrical certificates shall be obtained on all Council occupied premises.

4.3 Fire exits shall be kept free from obstructions.

4.4 Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

5. TRAINING

5.1 The Parish Clerk has overall responsibility for training.

6. GENERAL ADVICE

6.1 General advice to all employees is attached.

7. SPECIFIC POLICIES / RISK ASSESSMENTS

Policies for particular premises and activities are attached as Annexes as follows:-

1. Use of the Steyning Centre and Offices
2. Use of MPF and changing rooms
3. Use of the allotments
4. Use of the public toilets and bus shelter.
5. Caretaking and Cleaning – staff are provided with the following:

- 5.1 HSE Manual Handling at Work Guidance
- 5.2 HSE Working at Height Guidance
- 5.3 HSE Safe use of Ladders and Stepladders Guidance
- 5.4 HSE Preventing Slips and Trips at Work Guidance
- 5.5 HSE COSHH Guidance – Storing Chemical Products (small scale)
- 5.6 HSE COSHH Guidance - Manual Cleaning and Disinfecting Surfaces.
- 5.7 A Caretakers Products COSHH Guide is held in the office.

8. EMPLOYMENT OF CONTRACTORS

8.1 The notes to be given to contractors are attached.

9. REPORTING AND RECORDING ACCIDENTS

9.1 Accidents shall be reported to the Deputy Clerk who will record them in the Accidents Record Book.

10. SMOKING

10.1 Smoking is not allowed anywhere in the Steyning Centre, its offices or any other premises owned and managed by Steyning Parish Council.

OFFICES

1. HEATING, LIGHTING AND VENTILATION

- a) Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 68 degrees F throughout the working day.
- b) Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials and be sited away from desks and chairs.
- c) Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

2. ELECTRICAL EQUIPMENT

- a) All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).

- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- c) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plus fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- d) Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use, and plug tops removed from sockets overnight and at weekends. All equipment used in the Steyning Centre should be PAT tested.
- e) Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length. All temporary extension leads must be secured to the floor with the appropriate hazard tape.
- f) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

3. FURNITURE, FITTINGS AND EQUIPMENT

- a) Heavy equipment and furniture must not be moved by individuals.
- b) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- c) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.
- d) High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

4. FIRE PRECAUTIONS

- a) All staff must be fully conversant with the "Fire Alert" system displayed in the offices.

- b) Emergency exits, corridors, landings and staircases must be kept clear at all times.
- c) Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire-resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- d) Wastepaper bins must be of Fire-resistant construction and be emptied each day.
- e) In the case of a fire emergency and the evacuation of the building, the meeting point will be the Fletchers Croft car park.

GROUNDS MAINTENANCE

1. Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
7. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
8. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
9. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.

ROOM HIRERS

All persons hiring rooms must be given a copy of the Health & Safety Policy and must sign a copy to confirm that they understand and will comply with the policy. The signed copy will be retained by the Clerk

It is the responsibility of hiring the room to ensure that they acquaint all the users of the room with the exits and meeting point in case of an emergency.

It is the responsibility of the person hiring the room to ensure that all users have exited the room safely during an emergency and are accounted for.

Agreed and adopted by Steyning Parish Council – 16th May 2022



Staff Grievance Policy

1. PURPOSE AND SCOPE

It is the policy of the council to give employees the opportunity to air and seek redress for any individual employment grievance which they may have. Grievances may be any concerns, problems or complaints employees wish to raise with the council. This document describes the procedure which aims to facilitate a speedy, fair and consistent solution to an individual employee's employment grievance. This procedure is produced in line with the ACAS Code of Practice 2009 as set out in the Employment Act 2008.

2. PRINCIPLES

- a) At every stage in the procedure the employee will be given the opportunity to state his or her case before any decision is made.
- b) Grievances will be dealt with promptly and consistently
- c) At all formal stages the employee will have the right to be accompanied by a work colleague or trade union representative during the Grievance Hearing.
- d) An employee will have the right to appeal against any outcome of a Grievance Hearing.
- e) At no time will an employee be penalised or victimised for having raised a Grievance against the council

3. PROCEDURE

3.1 Wherever possible, any grievance should be raised informally with the employee's line manager, or if this is inappropriate with the Chairman. In the case of the Clerk to the council raising a grievance this should be directed to the Chair of the council unless the complaint is about the Chair in which case another Member can be identified to handle the Clerk's concerns. The recipient of the grievance from a clerk should share the grievance with the relevant committee established to handle employment matters and the issues should be treated with discretion and confidentiality at all times.

3.2 **Written Statement:** If the employee does not consider it appropriate to raise the grievance informally, or if requested by the person the employee spoke to informally, then the employee should submit a formal grievance in writing to their line manager, or if this is inappropriate to the next level of management.

3.3 Meeting or Hearing: Generally, within a reasonable period of time e.g. five working days of receipt of a written complaint, the line manager or Chair of the appropriately convened committee or hearing panel will arrange a meeting with the employee. The Hearing Manager will endeavour to make the meeting arrangements mutually convenient and will arrange a confidential location, free from interruptions. The manager will investigate the substance of the complaint and hear submissions from the employee concerned together with such other submissions or evidence as he/she shall consider appropriate and take such steps as s/he shall consider necessary to resolve the issue raised. It may be necessary to adjourn the meeting in order for an investigation to take place. Careful consideration of the evidence and the necessary steps required to resolve the problems will be given to the grievance. The employee may call witnesses by prior arrangement with the panel. There is no right for a Member or employee implicated in an employee's grievance to cross examine the aggrieved during a grievance hearing but the panel may wish to make its own investigations through interviewing these individuals and/or other witnesses separately. The Panel may ask the employee what he or she would like to happen as a result of raising the grievance and bear this in mind when preparing the response.

3.4 Response: The Hearing Manager will advise the decision to the employee in writing and, where appropriate, include an action plan to assist in the resolution of the problem. Councils which handle internal disputes effectively generally consider the options and costs in a timely fashion, then agree and publicise the workable solutions, monitor, review and learn from the experience. There may be some value in exploring Mediation as a way in which to resolve differences between two parties. The SLCC can advise on approaches and bodies which may be able to assist (nb external organisations may levy a fee for such services)

3.5 Appeal: If the employee is dissatisfied with the decision of the line manager on his/her complaint, he/she may appeal against the decision to the Chair/Mayor or other elected Member by written notice within five working days of the decision. An Appeal may be raised if:

- The employee thinks the finding, or action plan, is unfair
- New evidence has come to light
- The employee thinks that the procedure was not applied properly

On receipt of the appeal the council's Appeals Panel shall arrange to meet and consult with the employee, the line manager or Members concerned and any other persons, as s/he shall consider appropriate without unreasonable delay. The Appeal Hearing Chair shall consider the issues and shall then take all such steps, as s/he may consider necessary to resolve those issues. Where the council's Chair or Mayor has chaired the initial grievance meeting the Vice Chair or Chair of another committee will hear the appeal as a hearing manager the decision of the Appeal Hearing will be final. The council will need to ensure that the Members involved in the hearings are able to act impartially and reasonably at all times. The outcome of the appeal should be conveyed to the employee in writing in a timely manner.

3.6 Bullying or Harassment: If a grievance concerns alleged bullying or harassment the matter should be reported promptly to the employee's Line Manager, or another manager/Member if more appropriate, with an indication of the required action. The complaint will then be investigated and any action taken and any resolution achieved will be reported back. If the solution is not satisfactory to the complainant, the matter will be discussed further and, if appropriate, an alternative solution agreed. The decision at this stage will generally conclude the enquiry. If a further appeal or review is available the employee will be notified. As a result of an investigation into a claim of harassment disciplinary action may be instigated against any alleged perpetrators of the action or in the case of alleged perpetrators being elected Members a Code of Conduct complaint lodged by the council through the Standards process/Ombudsman in Wales

Refer to the Dignity at Work/Bullying and Harassment Policy for further details

3.7 Right to be Accompanied: At any formal stage of the procedure an employee may be accompanied by a fellow employee of their choice or their trade union representative or official of a trade union (appropriately accredited) but as this is an internal procedure, they will not be entitled to be accompanied by any external supporter e.g. partner, parent, solicitor etc. This right to be accompanied is enshrined in the Employment Relations Act 1999. To exercise this right the employee should make a reasonable request. The companion will be allowed to address the hearing, put and sum up the employee's case, respond to views expressed at the hearing and to confer with the employee during the hearing (sometimes in an adjournment) but is not allowed to answer questions on the employee's behalf, address the hearing if the employee does not wish it or prevent the employer from explaining their case.

3.8 Hearing Panels

The SLCC advise that councils establish hearing panels to hear disciplinary and grievance hearings on an annual basis so that if a dispute does arise in the workplace the elected members involved are already trained and briefed on their duties as a hearing or appeal panel member. In situations where individual members are implicated in the dispute or have undertaken an investigatory role then they will need to be substituted as panel members.

3.9 Confidentiality: So far as is reasonably practicable, the council will keep any grievance or complaint of harassment confidential between the manager or Member investigating the grievance or complaint, the employee and the person about whom the grievance or complaint is made. If it is necessary to investigate the matter with any other employee or person, the employee will be so advised.

3.9 Record Keeping: In all cases, written records of the nature of the grievance raised, the employer's response, action taken (with reasons), details of any appeal and subsequent developments will be retained and kept in accordance with the Data Protection Act 1998.

3.10 Grievances raised during Disciplinarys

In some circumstances when a disciplinary process has commenced an employee chooses to exercise his/her right to raise an internal grievance about the employment relationship with the council or individual Members. The SLCC recommends, in line with ACAS advice, that disciplinary matters are placed on hold until grievances have been aired and actions towards a resolution have been progressed. In exceptional circumstances it is pragmatic to deal with the two disputes concurrently but SLCC would advise caution and specialist advice should be sought if this arises.

4. GETTING IT WRONG

Following the repeal of the 2004 Dispute Resolution regulations employees no longer HAVE to raise a grievance before going to an employment tribunal. However, establishing a mechanism for differences and disputes to be resolved internally can often allow the employment relationship to continue. Failure to follow the ACAS Code of Practice (available at www.acas.org.uk) when dealing with grievances can lead to an Employment Tribunal awarding an uplift of an award against the council of up to 25%. Tribunals dealing with constructive dismissal and discrimination claims are particularly interested in whether the employer followed a procedure when dealing with an internal dispute and whether the employer acted fairly and reasonably. One way in which to avoid such a penalty is to have an agreed procedure, communicate that procedure to staff and Members, revisit and review the procedure regularly and have some training for those who are expected to operate the procedure.

Adopted by SPC Full Council on May 2021



Staff Discipline Policy

1. PURPOSE AND SCOPE

This procedure is designed to help and encourage all council employees to achieve and maintain high standards of conduct whilst at work or representing the council. The aim is to ensure consistent and fair treatment for all. This procedure is prepared in accordance with the dismissal and dispute resolution procedures as set out in the Employment Act 2008 and the ACAS Code of Practice APR 2009

2. PRINCIPLES

- a) No disciplinary action will be taken against an employee until the case has been fully investigated
- b) At every stage in the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.
- c) At all formal stages the employee will have the right to be accompanied by a trade union representative or work colleague during the disciplinary interview.
- d) No employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty of dismissal without notice or payment in lieu of notice may be applied.
- e) An employee will have the right to appeal against any disciplinary penalty imposed.
- f) The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

3. THE PROCEDURE FOR MISCONDUCT and GROSS MISCONDUCT

3.1.1 The following list provides examples of **misconduct** which will normally give rise to formal disciplinary action:

- Unauthorised absence from work
- Persistent short-term and/or frequent absences from work without a medical reason
- Lateness for work or poor time keeping
- Inappropriate standard of dress
- Minor breaches of Health and Safety or other Society rules or procedures
- Failure to perform your job to the standard expected or in line with your job description/objectives
- Time wasting
- Disruptive behaviour
- Misuse of the council's facilities (e.g. telephones, computers, email or the internet)
- Refusal to carry out reasonable requests or instructions
- Smoking in unauthorised areas
- Failure to follow an agreed council Procedure

This list is not exhaustive and offences of a similar nature will result in disciplinary action being instigated N.B. persistent or frequent absence on medical grounds and long term sickness absence will be dealt with using a procedure for Incapacity, which is described in the Absence Policy.

3.1.2 The following list provides examples of offences which are normally regarded as **gross misconduct**:

- Theft, fraud, deliberate falsification of records, or other acts of dishonesty
- Fighting, assault on another person
- Deliberate damage to property of the council, its workers or members
- Gross incompetence in the conduct of work
- Gross negligence which results in the council or employees being put at risk.
- Being under the influence of illegal drugs or excessive alcohol
- Acts of incitement towards or actual acts of discrimination, harassment or victimisation including on the grounds of sex, race, colour, ethnic origin, disability, sexual orientation, age, religion or belief
- Serious acts of insubordination
- Serious breach of duty to keep information of the council, its service providers and its clients confidential
- Unauthorised entry to computer records
- Serious breach of the council's Security Policy, Health & Safety Policy, Confidentiality or e-mail and Internet Policy
- Any action, whether committed on or off the premises, that is likely to or does bring the council into disrepute
- Serious negligence which causes or might causes significant loss, damage or injury
- Accepting bribes or incentive payments from suppliers
- Unauthorised use of Society funds or credit
- Working with an external agency to provide information which would be detrimental to and cause commercial risk to the council.

This list is not exhaustive and other offences of a similar gravity will result in disciplinary action being instigated at Gross Misconduct level which carries a potential penalty of dismissal. Gross Misconduct is generally any conduct which places extreme pressure on the mutual trust which exists in an employment relationship.

3.2 INFORMAL ACTION

Minor misconduct will be dealt with informally usually in a confidential one-to-one meeting between the employee and line manager. In the case of the Clerk being the individual against whom there is a complaint or allegation the matter should be handled discreetly by members of the Staffing (or similar) committee and involve an informal meeting initially. However, where the matter is more serious or informal action has not brought about the necessary improvement the following procedure will be used:

3.3 FORMAL ACTION

3.3.1 The level of warning you may receive for misconduct/gross misconduct will depend on how serious the council considers the alleged actions to be and your previous conduct in all the circumstances. In the event of alleged gross misconduct the formal process may commence at Stage 4 –see 3.4 below.

3.3.2 Disciplinary Letters

If there is a concern about an employee's conduct or behaviour then a letter will be given to the employee advising him/her of the allegation(s) and reasons why this is unacceptable. The letter should invite the employee to attend a meeting at which the alleged misconduct will be discussed and will inform the employee of their right to be accompanied to the meeting. The letter will specify at which stage the disciplinary procedure is being invoked (see 4 stages below) and if invoked at Stage 4 for Gross Misconduct the letter will warn that a potential outcome could be dismissal. The time, date and venue of the meeting will also be advised. Any documents to be produced at the meeting will also be provided.

3.3.3 Disciplinary Meetings

The time and location of a disciplinary meeting should be agreed with the employee and it should be held in a private location with no interruptions. This will normally be without undue delay but allowing the employee to prepare their case e.g. within 5 days of the letter being sent, where practically possible. At the meeting the manager (or in the case of the Clerk being disciplined, the Chair of the hearing panel) will state the complaint against the employee and go through the evidence which has been gathered. The employee will also be allowed to ask questions, present evidence and call witnesses if advance notice has been given that they will do so.

If the employee is unable to attend the meeting due to unforeseeable reasons out of their control (e.g. illness) then the council will reasonably rearrange the meeting. However, if the employee fails to attend the meeting without good reason the meeting can be held in the employee's absence.

3.4 OUTCOMES AND PENALTIES

Stage 1 - Oral Warning

In the instance of a first complaint that conduct does not meet acceptable standards, the employee will normally be given a formal ORAL WARNING. He or she will be advised of;

- the reason for the warning,
- that it is the first stage of the disciplinary procedure,
- the improvement that is required and the timescales for achieving this improvement,
- together with a review date and any support available (where applicable) and
- his or her right of appeal.

A brief note of the oral warning will be kept but it will be spent after 6 months, subject to satisfactory conduct.

Stage 2 - Written Warning

If the offence is a serious one, or if further to previous formal disciplinary action, a WRITTEN WARNING will be given to the employee by the Line Manager. This will give details of the complaint, the improvement required and the timescale. It will warn that action under Stage 3 will be considered if there is no satisfactory improvement and will advise of the right of appeal. A copy of this written warning will be kept on file but it will be disregarded for disciplinary purposes after 12 months subject to satisfactory conduct..

Stage 3 – Final Written Warning

If there is still a failure to improve and conduct or performance is still unsatisfactory, or the misconduct is sufficiently serious, a FINAL WRITTEN WARNING will normally be given to the employee. This will give details of the complaint, will warn that dismissal will result if there is no satisfactory improvement and will advise of the right of appeal. A copy of this final written warning will be kept by the Line Manager (or in the case of the Clerk being disciplined by the Chair of the Hearing Panel) but it will be spent after 12 months (in exceptional cases the period may be longer) subject to satisfactory conduct.

Stage 4 – Dismissal or other sanctions

If conduct is still unsatisfactory and the employee still fails to reach the prescribed standards, or where the Society reasonably believes Gross Misconduct has occurred, DISMISSAL may result. Only the appropriately convened hearing panel can take the decision to dismiss an employee. The employee will be given a written statement of allegations against him/her, invited to a meeting and then be notified in writing of the reasons for the decision taken at the hearing. Penalties at this stage may include dismissal with notice or summary dismissal (i.e. without any notice), Final Written Warning with/without demotion, loss of pay or loss of seniority. If dismissal is the outcome, the employee will be advised of the date on which employment will terminate. In all cases the employee has a right of appeal.

Very exceptionally, if an offence of Gross Misconduct is extremely serious an employee can be dismissed immediately without a meeting. In this situation a letter setting out reasons for dismissal would be sent to the employee offering the opportunity for an appeal hearing.

3.5 SUSPENSION

If you are accused of an act of gross misconduct, you may be suspended from work on full pay while the council investigates the alleged offence. Only the appropriately convened committee has the power to suspend. This enables a swift and thorough investigation to occur. Whilst suspended pending disciplinary investigation regular contact with a nominated person at the council will be maintained although access to premises, equipment or systems may be denied. The Investigator who compiles evidence for the disciplinary hearing must play no part in the subsequent decision-making to ensure impartiality. Councils need to consider the implications of such arrangements on its hearing and appeal panel plans early on in the disciplinary process.

3.6 APPEALS

The Appeals stage of the disciplinary process is part of the Code of Practice to which an employee has a right. It can be exercised after any of the stages of disciplinary action for Misconduct/Poor Performance or Gross Misconduct.

An employee who wishes to appeal against a disciplinary decision should inform the Chair/Mayor (or Chair of the relevant committee) within five working days, in writing and giving reasons for the appeal. An Appeal may be raised if:

- The employee thinks the finding or penalty is unfair
- New evidence has come to light
- The employee thinks that the procedure was not applied properly

Where possible the Appeal will be heard by a separate panel of elected members who have not been involved in the original disciplinary hearing, who will view the evidence with impartiality. The employee will have the right to be accompanied by a colleague or accredited Trade Union official or lay member at the appeal hearing. The outcome of the appeal and reasons for it will be advised to the employee as soon as possible after the meeting and be confirmed in writing. At the Appeal hearing any disciplinary penalty imposed will be reviewed but it cannot be increased. The decision taken at the Appeal hearing will be final.

3.7 THE RIGHT TO BE ACCOMPANIED

At each formal stage of disciplinary interview an employee has the right to be accompanied and can make a reasonable request for such a person to accompany them. An employee can ask any other employee or a trade union representative or an appropriately accredited official employed by a trade union to accompany them, to give support and help them prepare for the disciplinary interview. This right is enshrined in the 1999 Employment Relations Act. As this is an internal process there is no provision to have any external person accompany or represent an employee e.g. partner, parent, solicitor etc. the companion can address the hearing, put and sum up the employee's case, respond on behalf of the worker to any views expressed at the meeting, confer with the employee. The companion cannot however answer questions on the employee's behalf or address the hearing if the employee does not wish him/her to or prevent the employee explaining their case.

3.8 HEARING PANELS

The SLCC advise that councils establish hearing panels to hear disciplinary and grievance hearings on an annual basis so that if a dispute does arise in the workplace the elected members involved are already trained and briefed on their duties as a hearing or appeal panel member. In situations where individual members are implicated in the dispute or have undertaken an investigatory role then they will need to be substituted as panel members.

3.9 NOTE-TAKING

It is highly recommended that a note-taker be provided to every meeting/hearing which arises as a result of a disciplinary process as Employment Tribunals are particularly keen to view contemporaneous notes of events which have led to an employment dispute. Councils will need to give this requirement careful consideration in order to respect employee confidentiality.

3.10 GRIEVANCES RAISED DURING DISCIPLINARIES

In some circumstances when a disciplinary process has commenced an employee chooses to exercise his/her right to raise an internal grievance about the employment relationship with the council or individual Members. The SLCC recommends, in line with ACAS advice, that disciplinary matters are placed on hold until grievances have been aired and actions towards a resolution have been progressed. In exceptional circumstances it is pragmatic to deal with the two disputes concurrently but SLCC would advise caution and specialist advice should be sought if this arises.

3.11 CRIMINAL CHARGES OR CONVICTIONS

If an employee is charged with or convicted of a criminal offence this does not automatically give rise to a disciplinary situation. Consideration needs to be given to how a charge or conviction may affect an employee's ability to undertake his or her job duties and their relationships with the employer, colleagues, subordinates or customers.

4. GETTING IT WRONG

Failure to follow the ACAS Code of Practice (available at www.acas.org.uk) can lead to an Employment Tribunal awarding an uplift of an award against the council of up to 25%. Tribunals dealing with unfair dismissal claims are particularly interested in whether the employer followed a procedure and whether the employer acted fairly and reasonably. One way in which to avoid such a penalty is to have an agreed procedure, communicate that procedure to staff and Members, revisit and review the procedure regularly and have some training for those who are expected to operate the procedure.

Adopted by Full Council 17th May 2021

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EQUALITY POLICY

LEGAL POSITION

It is unlawful to discriminate against an individual on the following grounds:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Under the Equality Act 2010 these are known as 'protected characteristics'

PURPOSE

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). We oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimization or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

SCOPE

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.

OUR COMMITMENT

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. This is further defined in the Dignity at Work policy adopted by the council.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole.

Breaches of our equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization through the council's Grievance procedure.

This policy is fully supported by all Members of the council and adopts the model contract as devised by the employee professional body in the local government sector (the Society of Local Council Clerks).

The policy will be monitored and reviewed bi-annually. Other Personnel policies will be reviewed against the values stated in this policy to ensure that the council strives to remain an Equal Opportunities employer.

Uses of Policy – Staff Handbook (when drafted), Induction of staff and Members, decisions relating to Recruitment and Selection, Training and Development, Promotion, Remuneration, Retirement, cross-referenced to Grievance, disciplinary and Dignity at Work Policies.

Adopted by SPC Full Council May 2021

Review of 'Outside Bodies' subscriptions

Item 13

We need to consider agreeing our subscriptions to these outside bodies please

13.1 – WSALC - West Sussex Association of Local Councils (WSALC) represents the interests of its member Local Councils and is affiliated to the National Association of Local Councils (NALC). The role of the Association is to encourage, represent, advise and train its member councils and ensure that the voice of the first tier of local Government is heard across West Sussex.

13.1 – NALC - Established in 1947, the National Association of Local Councils is the only national body that represents the interests of 10,000 local (parish and town) councils in England. NALC works in partnership with county associations to support, promote and improve local councils.

Qty	Description	Rate	Total
1	WSALC Subscription 2023/24	1,602.01	1,602.01
1	NALC Subscription 2023/24	349.11	349.11

Net: £1,951.12

TOTAL: £1,951.12

13.2 – HALC – Horsham District Association of Local Councils – Our local Association

HALC INVOICE

Annual subscription for HALC

01/04/22 – 31/03/23

£20.00

1/m

13.3 - SLCC Society of Local Council Clerks – It's the professional body for Local Council Clerks. This association is by way of advice and support directly to the Clerks office rather than necessarily to the Council as a whole, although the advice sought by Clerks would clearly benefit the Council

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	Membership Fee: John Fullbrook (40398) Due:01/01/2023	£337.00	£337.00	0.00	£0.00

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	Membership Fee: Hazel Roxby (1003844) Due:01/01/2023	£187.00	£187.00	0.00	£0.00

13.4 - Open Spaces Society - The Open Spaces Society is a campaign group that works to protect public rights of way and open spaces in the United Kingdom, such as common land and village greens. It is Britain's oldest national conservation body and a registered charity – It provides advice on the management of our open spaces

INVOICE

RENEWAL DATE: 01/05/2023
SUBSCRIPTION TYPE: Parish Councils
RATE: £45.00

Briefing Notes

These items are a series of notifications which do not need agreement, nor discussion necessarily, but do need to be noted by members and in the minutes for this meeting.

14.1 – SPC Insurance Cover

To note that we have appropriate cover in place, and that the Council's current insurance policy is due to expire on the 31st of August 2023

14.2 – SPC Code of Conduct Policy

This policy does not need to be adopted as it was agreed by Full Council in February, however it should be noted in the Annual Parish Meeting Minutes as being adopted.

14.3 – Expenditure under S137

Section 137 of the Local Government Act 1972 enables a local council to incur a limited expenditure for the direct benefit of its area, or part of its area, or all or some of its inhabitants, where there is not already a specific power to do so. It cannot be used to benefit an individual and cannot be used retrospectively.

The maximum allowable expenditure, which is now index linked, for the year 2022/23 was £8.82 per head of electors within the parish. Our up-to-date electoral role for Steyning Parish is 4,527 and this would give an upper limit allowable for 2022/23 as £39,928. {8.82 x 4527}. It should be noted that this is not money given to us. Any money used under the power of section 137 has still to be obtained via the precept request.

For 2022/23 we spent a total of £7,401 under Section 137. This figure being derived from the cumulative total of our grant related expenditure – that being General Grants £2,000, Well Being Class Grant - £1,000, Steyning in Bloom Grant of £2,200 and the Isolation and Loneliness Grant of £1,500, plus monies to cover the Chairmans function and Steyning For Trees celebratory event (£701).

For your information next years per electorate amount is £9.93

This expenditure should be notified under Section 137 at a council meeting.

14.4 – SPC Meeting Schedule

2023-24 Steyning Parish Council Meetings Schedule



7.30pm Start	Community (Tuesdays)	Finance and General Purpose (Tuesdays)	Parish Council (Mondays)	Planning and Premises (Mondays)
Jan-23	No Meeting	10th	16th	23rd
Feb-23	7th	No Meeting	20th	27th
Mar-23	7th	14th	20th Annual Parish Meeting	27th
Apr-23	4th	Date TBC - {26th}	17th	24th
May-23	No Meeting	No Meeting	15th Annual Parish Council Meeting	22nd
Jun-23	6th	13th	19th	26th
Jul-23	4th	11th	17th	24th
Aug-23	No Meeting	No Meeting	No Meeting	21st
Sep-23	5th	12th	18th	25th
Oct-23	No Meeting	No Meeting	No Meeting	23rd
Nov-23	7th	14th	20th	27th
Dec-23	5th	12th	No Meeting	18th
Jan-24	No Meeting	9th	15th	22nd
Feb-24	6th	No Meeting	19th	26th
Mar-24	5th	12th	18th Annual Parish Meeting	25th
Apr-24	2nd	No Meeting	15th	22nd
May-24	No Meeting	14th	20th Annual Parish Council Meeting	28th

14.5 – Progress report & items not discussed from 17th April meeting

This is to notify that the items not discussed at that meeting which need to be actioned under matters arising / progress report will be dealt with at the June meeting instead when there will be more time available to us.

14.6 – SPC Bank Signatories confirmation

The current list of Bank Signatories includes the Clerk and Deputy Clerk and Cllrs Ian Alexander, Liz Trundle, Joanna Norcross, and Chris Young. The Cllrs that were signatories but are no longer on the Council will be informed and removed from the list in due course.

14.6 – SPC Asset Register

The following Draft Asset Register will be discussed by an F&GP Working Party as per Council agreement – This is to update members on what that draft register currently looks like.

STEYNING PARISH COUNCIL SCHEDULE OF INSURED ASSETS 1st September '22 - 31st August '

Purchase date (if known) Before 2015 unless specified	Asset	Location	Condition	Date last inspected	Replacement date (Estimated)	Cost or proxy cost	Insured values
	Buildings					Updated March 2023	As at December 2022
	Steyning Centre	Fletcher's Croft	Very Good	Daily / Annually	Maintained	£ 1,852,811.12	£ 2,271,150.00
	Marley Shed Recreation Gnd	MPF	Average / Poor	Annually	Maintained	£ 8,358.26	(Insured by C. Club)
	Changing Rooms	MPF	Good	Weekly	Maintained	£ 192,757.04	£ 227,115.00
	Clock (Clock Faces and mechanism w/in Clock Tower)	High Street	Good	Annually	Maintained	£ 17,823.12	£ 24,644.00
	St. Cuthman's statue	Fletcher's Croft	Good	In 2021	Maintained	£ 23,420.91	£ 32,383.00
	Total - Building Costs					£ 2,095,170.45	£ 2,555,292.00
	Play and Recreation						
Various	Play & Exercise Equipment various locations (jointly owned fence at South Ash)	Various	Good / Fair	Fortnightly and annually	Some Due	£ 107,250.00	£ 157,466.00
Various	Safety Surfacing various locations	Various	Good / Poor	Fortnightly and annually	Some Due	£ 80,379.23	£ 113,929.00
Year 2019	Other Sports Surfaces - Basketball Court	MPF	Excellent	Fortnightly and annually	Replaced 2019	£ 28,850.00	£ -
	Contents - Steyning Centre:						
	Outsite Steyning Centre 3 x Memorial bench	Steyning Centre	Good	Annually	Maintained	£ 1,200.00	£ -
	Office Contents*	Steyning Centre	Good	Annually	Maintained	£ 9,833.14	£ -
	General contents**	Steyning Centre	Good	Annually	Maintained	£ 112,470.00	£ 223,951.00
	Contents - Outside equipment:						
	Street furniture***	Various	Good / Fair	Annually	Maintained	£ 45,439.69	£ 52,724.00
	Gates & Fences	Various	Good	Monthly	Maintained	£ 1,350.00	£ 9,193.00
	Mowers & Machinery****	Various	Fair	Annually	Maintained	£ 2,436.10	£ 2,553.00
Year 2019	Sports Equip Basketball Stands	MPF	Excellent	Monthly	Replaced 2019	£ 750.00	£ 1,104.00
	Steyning Town Pump and Trough	High Street	Poor	Unknown	Maintained	£ -	£ -
21.05.15	War Memorial	MPF	Excellent	Monthly	Maintained	£ 30,000.00	£ 48,731.00
	Total - Contents + Play & Recreation					£ 419,958.16	£ 609,651.00
	*OFFICE CONTENTS INCLUDE						
	Telephones	Steyning Centre	Good	Annually	Maintained	£ 180.25	£ -
	Zoostorm computers and equip	Steyning Centre	Fair	Annually	Maintained	£ 2,128.98	£ -
	Lenovo B5400 Laptop	Steyning Centre	Fair	Annually	Maintained	£ 1,200.00	£ -
Year 2020	New Lap Top	Steyning Centre	Excellent	Annually	Maintained	£ 960.00	£ -
Year 2021	New Lap Top	Steyning Centre	Excellent	Annually	Maintained	£ 750.00	£ -
Year 2019	New network computers / monitors	Steyning Centre	Good	Annually	Maintained	£ 600.00	£ -
	Photocopier	Steyning Centre	Good	Annually	Mainfr Agreement	£ 4,013.91	£ -
					Total	£ 9,833.14	(See General Contents)
	**GENERAL CONTENTS INCLUDES						
	Steyning Centre - General	Steyning Centre	N/A	N/A	N/A	£ 25,080.00	£ -
Added 2019	Piano & Stool	Steyning Centre	Excellent	Annually	Maintained	£ 800.00	£ -
	Phillips Audio system	Steyning Centre	Fair	Annually	Maintained	£ 571.00	£ -
	Various Kitchen equipment	Steyning Centre	Good/Fair	Annually	Maintained	£ 35,000.00	£ -
	Sound system main hall	Steyning Centre	Good	Annually	Maintained	£ 8,450.00	£ -
	Film screens main hall & Saxon room	Steyning Centre	Fair	Annually	Maintained	£ 3,287.00	£ -
	Sound equip speakers and amplifier	Steyning Centre	Fair	Annually	Maintained	£ 2,450.00	£ -
	Cinema equip.screen,DVD & amplifier	Steyning Centre	Good	Annually	Maintained	£ 10,525.00	£ -
	Television trolley	Steyning Centre	Fair	N/A	N/A	£ 140.00	£ -
2021	Epson Projector	Steyning Centre	Good	N/A	N/A	£ 550.00	£ -
2022	2 x Large TV Monitors	Steyning Centre	Excellent	Annually	Maintained	£ 1,311.00	£ -
2022	2 x Camera / Audio visual enhancement	Steyning Centre	Excellent	Annually	Maintained	£ 2,640.00	£ -
2022	16 x Microphones	Steyning Centre	Excellent	Annually	Maintained	£ 3,661.00	£ -
2019	Chairs x 250	Steyning Centre	Good	Annually	Maintained	£ 16,755.00	£ -
	Chairmans Badge of office	Steyning Centre	Fair	N/A	N/A	£ 800.00	£ -
Nov-15	Water colour painting by J Binns (Gift to PC)	Steyning Centre	Good	N/A	N/A	£ 450.00	£ -
					Total	£ 112,470.00	£ 223,951.00
	***STREET FURNITURE INCLUDES						
	Street lights (49 lamps) - See separate sheet	Various	Fair		N/A	£ 26,793.00	£ -
Year 2000	Poem on the stone	Mouse Lane	Good	Bi - Annually	Maintained	£ 2,924.00	£ -
Various	Seats / Benches	Various	Varies	Annually	Maintained	£ 2,703.00	£ -
2 x Added '20	Notice Board	Allotments/High St	Good	Annually	Maintained	£ 1,091.69	£ -
	CCTV	Various	Poor	N/A	N/A	£ 8,000.00	£ -
Added May 19	Steyning Welcome Sign		Excellent	Annually	N/A	£ 3,528.00	£ -
Added April 20	St Cuthman silhouette	Fletchers Croft	Excellent	Annually	N/A	£ 400.00	£ -
					Total	£ 45,439.69	£ 52,724.00
	****MOWERS & MACHINERY INCLUDES						
	Maint. tools	Steyning Centre	Fair	Annually	Maintained	£ 575.00	£ -
	4 x goal mouth irons & large roller	Cricket Club Shed	Unknown	Annually	Maintained	£ 389.10	£ -
2018 /2019	Strimmers	Steyning Centre	Good	Annually	Maintained	£ 350.00	£ -
2020	Dust Cart	Cricket Club Shed	Good	N/A	N/A	£ 1,122.00	£ -
					Total	£ 2,436.10	£ 2,553.00
Total						£ 2,515,128.61	£ 3,164,943.00
Note: Since 2010 / 11 the External Auditor have advised that for the purposes on the Annual Return, the historic cost of items should be recorded, with no allowance for appreciation of depreciation - This is termed the Proxy Cost in the table above. The total value of fixed assets will only change therefore when an item is purchased or disposed of. For insurance purposes, the Parish Council insurance provider shall recommend the percentage increase in uninsured values. As per disposed asset details below, it has been established in 2020 & 2022, that The Bowls Club Pavilion and the Clock Tower are not owned by the Parish Council							
Disposed assets:							
Nov-14	Office Laptop - stored until hard drive deleted.	£ 400.00		Aug-22	Panosonic Projector	£ 1,250.00	
Jun-15	Fax - no longer used Disposed 2020	£ 120.63		Aug-22	Sony VCR	£ 100.00	
Sep-18	Telephones	£ 180.25		Aug-22	Sony VCD	£ 100.00	
Aug-19	Zoostorm - computer and equipment	£ 2,128.98		Aug-22	Sony TV	£ 230.00	
Nov-20	Bowls Club Pavilion	£ 124,630.00		Dec-22	Clock Tower	£ 124,258.12	
Aug-22	Overhead Projector	£ 175.00					
Please also note that Steyning Parish Council owns land at the Memorial playing field , Chandlers Way, South Ash, Abbey Road, Fletchers Croft, Normans Way, Cripps Lane, Godstall Lane, Rublees Allotments and Canada Gardens Allotments, and the details of these Land assets are noted within the SPC Land register.							

Civility and Respect Pledge

Item 15.1

Last year the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and One Voice Wales (OVW), believed it was time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

In November 2022, Steyning Parish Council agreed to take the pledge and signed up with currently well over a 1000 other parish councils across the country.

By signing the Pledge, our council has agreed that it would treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local [Local Council Award Scheme](#)
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

One of the recommendations from our recent Council Review from Hoey Ainscough was that in agreeing to the pledge, all councillors should give an undertaking to treat fellow councillors and officers with respect and not to make personal attacks on individuals and their integrity and it goes on to say that 'Until such respect is shown the Council cannot move forward'.

This item is on the agenda to give all councillors an opportunity to raise their hands and pledge their individual support, and to agree to abide by this ethos.

	Recommendation	Action to be taken	By Whom	Review of Actions
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Hoey Ainscough Report Draft Review April '23 – Recommendations & Proposed Actions

R1	As a priority the Council should sign up to the NALC/SLCC Civility and Respect Pledge.	All Cllrs sign up and agree to abide by the pledge at a Full Council Meeting	SPC	COMPLETE OTHER THAN CLLR NON-COMPLIANCE Council {as a body corporate} is signed up But 4 Cllrs are refusing to take the pledge
R2	In doing so the Council should collectively agree what language is and is not appropriate in meetings and correspondence among councillors and with officers, how such language should be challenged in meetings and how meetings can be run more efficiently without getting bogged down in minutiae nor stifling legitimate debate. Behaviour needs to be re-set to improve relationships to allow Council business to be transacted.	Agreement on Language can be made via Working Practices WP The tone of the emails is a more difficult issue to deal with – as to how – at present this is unresolved – in the first instance this should be self-regulated by Clerk and then by majority rule from the Council if needs be.	Working Practices Then agreed at Full Council Clerk to regulate in first instance – emails. Chairs to challenge Cllrs in - meetings. Council to agree or otherwise	PART COMPLETE, MAINLY THROUGH NONCOLLABORATION BY CLLRS Council is agreeing to new policies and a new agreement as to language used in correspondence and meetings stems from this. Unfortunately, those councillors who in the main are not being respectful, it seems continue not to see that their behaviour is poor, and are not agreeing to the policy amendments and therefore it appears an improvement 're-set' is unlikely.
R3	In agreeing to the Pledge, all councillors should give an undertaking to treat fellow councillors and officers with respect and not to make personal attacks on individuals or their integrity. Until such respect is shown the Council cannot move forward	Behaviour needs to be modified by first taking the pledge. If some individuals do not understand that they are causing offence, then hopefully they will respect other Cllrs and the clerks' comments and not continue to argue their position.	Cllrs All Cllrs have to work together to assist with a higher level of understanding	PART COMPLETE, MAINLY THROUGH NONCOLLABORATION BY CLLRS Those councillors who have agreed to the pledge have also agreed to treat fellow councillors and officers with respect. Those 4 councillors who have not agreed to the pledge have also not agreed to that undertaking.
R4	All councillors should undertake that, where they have concerns about the way a decision has been made or a procedure followed, they should discuss this respectfully with the Clerk and the Clerk should be allowed to give a ruling with reasons such as a reference to existing policy or legislation as to whether or not the concern is legitimate. This ruling should be communicated to all councillors. Where the concern is legitimate such, a ruling should include the steps needed either to rectify the matter with an agreed timescale or the changes needed to prevent the matter re-occurring. Where the majority of councillors accept that the concern has been dealt with, the matter cannot be raised again for six months in line with Standing Orders.	Cllrs to follow the guidance not only of this recommendation and take care in how they raise issues, but then adhering to existing, and any amended, SPC policies, then await a response. The Clerk should respond as soon as reasonably practical or give reasons why not. Cllrs should abide by the response given. If the requester still has concerns, the matter is taken to all councillors and the majority ruling abided by.	Cllrs Clerk Cllrs Clerk and Cllrs	COMPLETE OTHER THAN CLLR NON-COMPLIANCE The Clerk has continued to point out when poor behaviour in meetings or via correspondence has occurred including breaches of policy, respect and good practice. However, the perpetrators do not accept his ruling, rather argue that they have the right to do what they like because they are representatives of the residents. Or they do not even engage in the process, that is, respond to the Clerk.

	Recommendation	Action to be taken	By Whom	Review of Actions
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Hoey Ainscough Report Draft Review April '23 – Recommendations & Proposed Actions

R5	All councillors who are unwilling to take, or abide by, the Pledge and modify their behaviour to improve internal relations should consider resigning with immediate effect for the greater good of the constituents of Steyning and Council business.	All Cllrs to take the pledge Some Cllrs to modify their behaviour	All Cllrs Cllrs	COMPLETE OTHER THAN CLLR NON-COMPLIANCE Those councillors unwilling to modify their behaviour and abide by the pledge seem unlikely to consider resignation, and there is nothing the council can do about it, and they know this.
R6	The Council should develop a comprehensive training and development strategy for the new Council which covers all areas of Council business. It should in particular include training on the Code of Conduct and appropriate standards of behaviour.	There is already a Training programme in place. There is a SPC Training 'Statement of intent' and both Cllrs and staff are offered opportunities to train from the moment they 'sign up'.	Cllrs and Clerk	COMPLETED The Council has a comprehensive training and development strategy and indeed is considering an amended policy at its next working practices group meeting which includes more emphasis on training on Code of Conduct and appropriate standards of behaviour
R7	The Council should develop an agreed understanding of the role and expectations for individual Cllrs when they are acting as Full Council members, as committee members, as individuals and as representatives of the Council externally.	Cllrs to re-read the information already provided and abide by Policies. Clerk to check Cllrs are aware where the information is and resend if necessary	Cllrs Clerk	PARTIALLY COMPLETED The Clerk has disseminated information about Roles and Responsibilities and in individual cases on occasion has specified where improvement is needed. This will again be reinforced when the new councillor induction packs are distributed and discussed. A Cllrs expectations will need to be addressed either in a closed all councillor session to discuss the strategic plan or via an external training session. - TBC
R8	That councillors are reminded that they cannot speak on behalf of the Council unless authorised by the Full Council to do so. Any correspondence from individual councillors needs to make this clear. Where an individual represents themselves as speaking on behalf of the Council, the Clerk should correct the record at the earliest opportunity.	Cllrs to re-read the information already provided and abide by Policies – with an amendment required to email policy to clarify position Clerk to check Cllrs are aware where the information is and resend if necessary	Cllrs Clerk	COMPLETE OTHER THAN CLLR NON-COMPLIANCE One councillor continues to correspond with outside bodies, and local groups and individuals as a councillor without delegated authority and often in opposition to the council's agreements or policies. The Councillor does not agree with the views of the Hoey report nor the Clerk.

	Recommendation	Action to be taken	By Whom	Review of Actions
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Hoey Ainscough Report Draft Review April '23 – Recommendations & Proposed Actions

R9	That councillors understand their fiduciary duties and vicarious liability and be reminded that they are all individually and severally liable for the finances and employment practices of the Council. Individual councillors should therefore be reminded that they should not act alone and unilaterally once Council collectively has made a decision or agreed a course of action	A Cllrs fiduciary duties and vicarious liability to be written into their guidance pack / information with greater clarity. Then woven into the appropriate SPC policy, then agreed.	Clerk with approval from Council	PARTIALLY COMPLETED The Cllrs understanding of fiduciary duties and vicarious liability has been discussed but is yet to be set out within an SCP policy.
R10	The Council should consider working with Horsham and the West Sussex Association or any other appropriate organisation approved by Horsham to ensure it has comprehensive and up-to-date HR and grievance policies and that these are effectively enforced	There are policies already in place	N/A	COMPLETED The Council has up-to-date HR and grievance policies.
R11	The Clerk should complete CiLCA as a matter of priority. A timetable should be agreed between the Chair and the Clerk with dedicated 'professional development' time set aside in the working week to allow this to happen	Clerk Chair & Vice Chair to continue to monitor progress and complete appraisal review before end of 2022	Clerk Chair and Vice Chair	COMPLETED The Clerk has successfully completed the CiLCA qualification
R12	The Council should ensure that its email policy is properly enforced, and the Clerk empowered to draw a line under correspondence such that if the policy is breached the Clerk will simply reply to say that the email will not be responded to as it falls outside the policy. There may be exceptions for significant urgent matters, but the Council as a whole shall agree a definition of what those exceptions should be. All emails should go through the Clerk.	Email Policy to be amended Clerk to respond to breaches as per set out in recommendation Cllrs to abide by response	SPC Clerk	COMPLETE OTHER THAN CLLR NON-COMPLIANCE The email policy has been amended and agreed by council, but one councillor has opposed the changes and ignores some policy guidance. Not all emails are going through the Clerk
R13	The Council should have an agreed and enforced policy for dealing with persistent or vexatious correspondence to ensure that the business of the Council is not unnecessarily diverted.	A new policy should be put in place which covers vexatious behaviour	Clerk to source policy guidance & present to Working Practices for SPC approval	NO ACTION YET
R14	The Council should agree how governance issues should be raised in meetings to allow reasonable discussion but also to allow other business to be transacted.	This item should be discussed at Working Practices and written into Councillor / Officer protocol then agreed at Full Council	Clerk's office to source policy guidance & present to Working Practices for SPC approval	PARTIALLY COMPLETED There is an understanding of how governance matters should be raised, and a new Officer/ Councillor protocol is now in place, but this might still need to be reinforced - this is yet to be decided
R15	The Council and the Clerk should agree a work schedule to ensure that officers' time is focussed and that there are realistic expectations on their time within agreed working hours.	Produce a working schedule for both Clerk's and Council's agreement	Personnel Committee	PARTIALLY COMPLETED The appraisal process has helped with many time-wasting practices having been dealt with, by council agreement – still some work to do

	Recommendation	Action to be taken	By Whom	Review of Actions
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Hoey Ainscough Report Draft Review April '23 – Recommendations & Proposed Actions

R16	The Council needs to agree a councillor-officer protocol which would include a shared agreement as to the circumstances when councillors should have access to officer time and how the Clerk should respond to queries from individual councillors.	This item should be discussed at Personnel Committee and written into Councillor / Officer protocol then agreed at Full Council	Personnel Committee	COMPLETED New Councillor / Officer protocol is now agreed and in place
R17	The Council should review its current staffing structure to ensure it is in line with its strategy and able to help the Council deliver it and that the Clerk's key performance objectives and time are geared to deliver that strategy	Review of Staffing Structure K. P. I's are already in place, but need to be reviewed before end of 2022	Clerk , Chair & Vice Chair, then Personnel Com' Clerk/Chair/V. Chair	PARTIALLY COMPLETED Staffing structure is being and has been discussed. New KPI's for the Clerk to be determined in line with new Councils goals after the election
R18	The Council should ensure that the Clerk and the Council make best use of external support and advice from its memberships of professional bodies	Largely this already happens. To be reviewed by Personnel Committee	Personnel Committee	PARTIALLY COMPLETED There is advice sought when required, but there is room for improvement, and this is yet to be discussed and agreed by the Personnel Committee / Council
R19	The Council needs to review whether it has all appropriate and up-to-date policies in place and ensure that policies are available on the website.	Some policies to be reviewed and appropriate amendments put in place	Working Practices	COMPLETED Up to date policies in place and on Web Site
R20	The Council needs to adopt a clear statement of councillors' right to information and a 'need to know' policy and review its implementation of freedom of information requests in the light of that policy.	A 'Need to Know' policy to be put in place or its points added to an existing policy	Working Practices	COMPLETED A 'Need to know' statement is now included within the amended SPC Email Policy.
R21	The Council should adopt a recording of meetings policy and decide how long it needs to keep recordings once minutes have been agreed	SPC to consider amending either its Communications policy or its Retention and Disposal policy and or its Community Engagement policy	Working Practices	NO ACTION YET
R22	The Council needs to adopt a social media Policy which would cover both appropriate use of social media by individuals and the Council's own approach to social media as an organisation	There is a policy already in place	N/A	COMPLETED There is a policy in place
R23	The Council needs to review its approach towards planning delegation if this has not already been done in the last six months.	There is a policy now in place	N/A	COMPLETED There is a policy in place
R24	All councillors need to be familiar with Standing Orders and should have a pack which contains all policies, Financial Regulations and Standing Orders that they bring to each and every meeting to aid understanding and avoid confusion.	There is a pack distributed to Cllrs when they take up the position after election	N/A	COMPLETED All Councillors receive an induction pack which includes F. Regs , Standing Orders and other most relevant policies and are asked to bring it to all meetings. {New version to be distributed after '23 election}

	Recommendation	Action to be taken	By Whom	Review of Actions
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Hoey Ainscough Report Draft Review April '23 – Recommendations & Proposed Actions

R25	The '2-minute' rule in Standing Orders should be enforced and all councillors should support the Chair in ensuring the meeting is run efficiently and without conflict. The rule may be waived in exceptional circumstances where an agenda item is of particular significance, but this must be agreed at the start of the agenda item and a revised time limit (say 5 minutes) agreed	This rule has been more robustly enforced recently by all SPC Chairman to ensure meetings are run more efficiently and with less disruption or unnecessary diversion Chairs to continue use this Standing order, but have in mind when it should be waived	Chairman	ONGOING Despite initial reluctance from some Cllrs, and sometimes annoyance from same when Chairman attempts to use this rule in a strict manor, nonetheless it is being observed more successfully as time passes and Cllrs get used to the idea.
R26	Minutes should be agreed at the following meeting. Amendments can only be proposed by those who attended the meeting and should be factual only rather than opinion	Councillors to continue to be aware of the comments noted within the recommendation and abide by them Chairman to enforce this	Cllrs Chairman	COMPLETE OTHER THAN CLLR NON-COMPLIANCE Minutes are now being agreed in a way more conforming to best practice, however some councillors are still determined to discuss matters which are not necessarily concerning their accuracy
R27	Minutes should be done in the recommended style as a record of the decisions made at meetings to help anybody understand the process by which a decision is made. So, they should make clear the decision taken with some brief summary of matters considered for and against	None	Clerk	COMPLETED The style and content of minutes is now rarely challenged. There is progressively less of a disruption caused by some Cllrs concerning Draft Minute agreement.
R28	The requirement that voting is recorded should be reconsidered	Cllrs should be aware that Standing orders gives them the right to ask for voting to be recorded, however this should be used sparingly and not agreed for the whole or 'rest of the' meeting	Cllrs / Chairman	PARTIALLY COMPLETED There is progress concerning a lesser consideration for voting to be recorded, however there is still room for improvement
R29	The practice of allowing a councillor who cannot attend a meeting to send their views for consideration at that meeting should be stopped	This practice to stop forthwith	Cllrs	COMPLETE OTHER THAN CLLR NON-COMPLIANCE The issue is less frequent than before, but one councillor remains keen to have his views discussed in his absence
R30	The agendas for meetings should be timetabled to ensure business is effectively transacted. Where there needs to be a variation to the timetable that should be agreed at the start of the meeting	Timetabling 'guidance' to start at the 21st of November Full Council Meeting This is still subject to Chairmans discretion	Clerk / Chairman	COMPLETED This guidance tool is now being used to good effect when necessary
R31	Apologies for absence should only be accepted where a valid reason is either given to the meeting or given to the Clerk in confidence	This was reviewed at the recent meeting with HDC Monitoring Officer, and it was generally agreed that current practice is acceptable – to avoid conflict	All	COMPLETE OTHER THAN CLLR NON-COMPLIANCE Some Councillors are choosing not to give any apologies when absent.

	Recommendation	Action to be taken	By Whom	Review of Actions
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Hoey Ainscough Report Draft Review April '23 – Recommendations & Proposed Actions

R32	After the next election the new Council should develop a fully costed and resourced long-term strategic plan for the Town putting personal agendas and differences aside for the greater good of the Steyning community	None	Clerk & SPC	PARTIALLY COMPLETED There is a strategic plan in place, but a new one is to be considered after the election as per recommendation
R33	The Council should review its communication strategy in conjunction with the public to evaluate its effectiveness and ensure that the public understands the work of the Council, is engaged in developing a vision for Steyning and is able to participate more fully in local decision-making.	Low priority to be reviewed by new Council if they feel it necessary	New Council	PARTIALLY COMPLETED There is a policy in place and the council has actively pursued more resident engagement since November, but there is still much work to do
R34	The Council Chair and Clerk should look to learn from and share best practice with outstanding local councils.	Best Practice is already shared and taken up when appropriate. Needs to be discussed more openly when disruption lessens	Chairman & Clerk	NO ACTION YET
R35	Where Steyning Parish Council needs to use external support to comply with these recommendations, they should consult with Horsham District Council and the West Sussex Association before agreeing such support to ensure they have considered all the options and are obtaining expert advice at value for money.	Consultation is already in place. Council to maintain open minded approach to support and expertise	Councillors & Clerk	PARTIALLY COMPLETED The Council has used support and has continued to engage in discussions with HDC, but could do more
R36	Steyning Parish Council should develop an initial implementation plan within six weeks of the report which should be shared with the monitoring officer of Horsham District Council. They should also report on their progress in implementing this action plan to the monitoring officer in 6 months and again in 12 months after the date of this report	Draft Implementation Plan completed and agreed at 21st November Full Council meeting Progress review May 15th SPC Full Council Meeting – Then sent to HDC Final Review at October 23 SPC Full Council Meeting – Then sent to HDC	SPC & Clerk	PARTIALLY COMPLETED Implementation plan completed and agreed Six-month draft review completed

Of the 36 Recommendations: -

11 - Fully Completed,

11 - Partially Completed,

8 - Complete, other than the refusal or reluctance by Cllr or Cllrs to comply

1 - Ongoing

3 - Not been actioned yet

2 - Partly complete mainly through noncollaboration from Cllr or Cllrs

LAND REGISTER - For Steyning Parish Council (May 2023)

{The details of this register are currently being reviewed and updated}

{Area estimated to nearest 10 meters squared}

1. Steyning Community Centre Land – Land surrounding the Steyning Community Centre. Includes tarmac access, Parking area, two patios, Grass lawn and decorative Borders, Trees and Benches.

Buildings on site – Steyning Community Centre, Adjoining Public Toilets & 1 Shed.

Registered 1st October 1991

Title Number - **WSX166216- 1991**

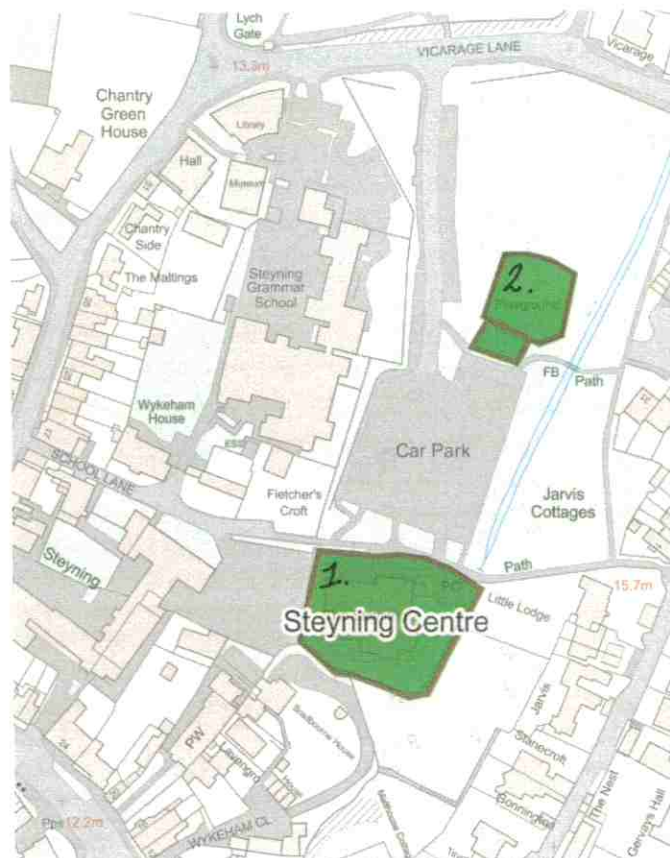
Freehold

Ordnance Survey Reference: **TQ 178/112**

Address – **Fletchers Croft, Steyning**

West Sussex, BN44 3XZ

Area – **2,300 Meters²**



2. Fletcher's Croft Play area – Land leased from HDC.

Large play area bounded by fencing with tarmacked 'open' Fitness zone adjacent including equipment and exercise framework.

Title Number – **WSX294881**

Licenced for every 5-year period

Current period 2022 to 2027

Ordnance Survey Reference: **TQ 179/113**

Address – **Fletchers Croft, Steyning**

West Sussex, BN44 3XZ

Area – **830 Meters²**

3. Chandler's Way Play Area – Accessed via Chandlers Way, but footpath the property of WSCC. Bounded by Laines Road and Chandlers Way properties. No access from Laines Road.

Grassed space with small children's play area.

Registered 2 October 1984

Title Number – **WSX147959**

Freehold

Ordnance Survey Reference: **TQ 173/108**

Address – **Chandlers Way, Steyning,**

West Sussex, BN44 3NG

Area – **1,380 Meters²**



4. Cripps Lane – Small parcel of land on the junction with Jarvis Lane containing mostly hedge and trees.

Registered 5th March 1973

Title Number – **SX152550**

Freehold

Ordnance Survey Reference: **TQ 182/113**

Address – **Fletchers Croft, Steyning**

West Sussex, BN44 3YD

Area - **250 Meters²**



Steyning Parish Land Register as per May 2023

5. Memorial Playing Field – This land is within the conservation area and the western half is within the curtilage of the South Downs National Park. It is registered as Village Greens VG93 and VG65. Bounded by Charlton Street, Newham Lane, and the Mill Road Footpath, with Rublees allotments to the West, and contains land and buildings leased to sports clubs. Also includes Cricket pitch, large children's Play Area, Orchard, Basketball hard court and large grassed area sometimes marked for sports pitches. Also, Parish Council owned Changing Facilities (Building), plus tarmacked Car Park for 18 Cars.

Conveyance Documents held

Part of the land is unregistered

Title Numbers - WSX 118062 – Details pending
(Land formally known as Newham Land Nursery)

Freehold

Tennis Courts Area Leasehold for 25 years from 2nd December 2010 - WSX340741 (includes building and Hard courts)

Cricket Club Area Leasehold for 20 years - from 2008
(Includes Building, Sheds, Cricket Nets, Grass Pitch and 2 Astro turf pitches)

Bowls Club Area Leasehold for 6 years - from 2020
(Includes Building, Outhouses, and Bowling Green)

Ordnance Survey Reference: TQ 174/112

**Address – Charlton Street, Steyning, West Sussex
BN44 3LE**

Area – 45,240 Meters²

6. Allotments – Rublees (87 plots) –

Accessed from Newham Lane and Mill Road footpath.
It is bounded by the MPF, Newham Lane and a public footpath to the Lower and Upper Horseshoe.

This land is within the South Downs National Park.

Title Number – Details pending

Purchased 3rd March 1979
(Occupied as Allotments since 1947)

Freehold

Ordnance Survey Reference: TQ 173/112

**Address – Fletchers Croft, Steyning
West Sussex, BN44 3XZ**

Area – 12,800 Meters²



7. Allotments – Canada Gardens (50 plots) - Accessed via Newham Lane, bounded by Newham Lane and dirt track road. This land is within the South Downs National Park.

Title Number – Details pending

Freehold – Land transferred to Steyning Parish Council on 30th September 1946.

Document Envelope D10062.

Conveyance Document held

Ordnance Survey Reference: TQ 171/107

**Address – Fletchers Croft, Steyning
West Sussex, BN44 3XZ**

Area – 7,550 Meters²



8. South Ash Play area – Accessed from South Ash and bounded by properties in Middle Mead. Almost entirely tarmacked small children's Play area with two pieces of equipment and one seat. The fence abounding 34 Middle Mead is a jointly owned boundary.

Title Number WSX 147572

Freehold

Ordnance Survey Reference: TQ 179/117

Address – South Ash, Steyning,

West Sussex, BN44 3SJ

Area - 210 Meters²

9. Abbey Road Land – Open space which is registered as a village green. The eastern area forms a meadow (as requested by residents) and is mown once yearly, with small pond and trees on east boundary and in centre of area. The area to the west is mown regularly to provide an open space for recreation. A stream runs adjacent its northern boundary. There is an Orchard development to the west and a volunteer assisted Land management plan enabling some rewilding.

Registered 31st December 1999

Title Numbers – WSX240572 , WSX192659

Freehold

Ordnance Survey Reference: TQ 179/115 and

TQ 181/116

Address – Abbey Road, Steyning,

West Sussex, BN44 3SQ

Area – 7,350 and 11,670 Meters²

10. Abbey Road Play area – Accessed from Abbey Road, with some play equipment provided. Small wooded area behind (East) of play area.

Registered 31st December 1999

Title Number - WSX240564

Freehold

Ordnance Survey Reference: TQ 182/115

Address – Abbey Road, Steyning, West Sussex
BN44 3SQ

Area - 980 Meters²



11. Norman's Way – Tarmac area with basketball Hoop, bounded by Norman Way properties.

Area surrounding is owned by WSCC.

Access area owned and maintained by HDC.

Title Number – Details pending

Freehold

Ordnance Survey Reference: TQ 179/121

Address – Fletchers Croft, Steyning

West Sussex, BN44 3XZ

Area – 180 Meters²



12. Land at Godstall's Lane – Slim strip of land adjacent Godstall's Lane. Small grass strip on west side of road and small clump of trees and shrubs on east side and to the rear of Newham close properties.

Title Number – WSX345123

Freehold

Ordnance Survey Reference: TQ 174/109

Address – Godstalls Lane, Steyning

West Sussex, BN44 3XZ

Area – 320 Meters²



Further Leasehold Arrangements

High Street Bus Shelter / Public Convenience

Title Number – WSX295555

Leasehold

Ordnance Survey Reference: TQ175/112

Address – High Street, Steyning,

West Sussex, BN44 3RD

Area – 40 Meters²



Register of Common Land (not owned by Steyning Parish Council)

Common Land Registered in 1970*

CL274 Penland Way / A283 Verge

CL275 Castle Lane adjacent Clivedale

CL278 Land opposite Southdown Terrace

CL277 Church Street Verge

*Confirmed by Peter Jupp, WSCC 29/10/14 and 24/07/15.